

NEW

Genius Guide



FREE DOWNLOAD

Tutorials, fonts, templates & more



Mac OS X Yosemite

Expert guides to help you master your Mac





Welcome to

Mac OS X Yosemite



Getting used to a new operating system can be a challenge, especially when there are so many smaller features woven into the make-up of your computer that you might not know about. This guide is designed to help you exploit every little detail and feature that your Mac has to offer. OS X Yosemite is Apple's newest instalment to the Mac's operating systems and is packed full of programs and designs to make your life easier. OS X is designed to incorporate apps with iOS 8, making the running of all devices in conjunction with each other a more fluid experience. This book covers all of your favourite OS X apps, guiding you to ensure your system is the best it can be. On top of all that, we explore the updated iLife and iWork apps, getting to grips with the latest developments that will augment your artistic and productivity needs. From GarageBand to Pages, you'll learn of new features that will help shape your future computing usage. From there we move on to enhancing your Mac experience through programs such as Logic Pro X and Aperture. Once you have had the time to digest all of that, we'll take a look at 50 of the best offerings from the Mac App Store. And if that wasn't enough, check out the troubleshooting guide at the back of the book, which addresses some frequently asked questions. So, sit back and absorb all the information you'll ever need about OS X.

Enjoy the book

Mac OS X Yosemite

Genius Guide

Imagine Publishing Ltd
Richmond House
33 Richmond Hill
Bournemouth
Dorset BH2 6EZ

✉ +44 (0) 1202 586200

Website: www.imagine-publishing.co.uk

Twitter: [@Books_Imagine](https://twitter.com/Books_Imagine)

Facebook: [www.facebook.com/ImagineBookazines](https://facebook.com/ImagineBookazines)

Publishing Director
Aaron Asadi

Head of Design
Ross Andrews

Production Editor
Hannah Westlake

Senior Art Editor
Greg Whitaker

Art Editor
Ali Innes

Printed by

William Gibbons, 26 Planetary Road, Willenhall, West Midlands, WV13 3XT

Distributed in the UK, Eire & the Rest of the World by:
Marketforce, Blue Fin Building, 110 Southwark Street, London, SE1 0SU
Tel 0203 148 3300 www.marketforce.co.uk

Distributed in Australia by:
Network Services (a division of Bauer Media Group), Level 21 Civic Tower, 66-68 Goulburn Street,
Sydney, New South Wales 2000, Australia Tel +61 2 8667 5288

Disclaimer

The publisher cannot accept responsibility for any unsolicited material lost or damaged in the post. All text and layout is the copyright of Imagine Publishing Ltd. Nothing in this bookazine may be reproduced in whole or part without the written permission of the publisher. All copyrights are recognised and used specifically for the purpose of criticism and review. Although the bookazine has endeavoured to ensure all information is correct at time of print, prices and availability may change. This bookazine is fully independent and not affiliated in any way with the companies mentioned herein.

Mac is a trademark of Apple Inc., registered in the U.S. and other countries.
Mac © 2015 Apple Inc

Mac OS X Yosemite Genius Guide Volume 1 © 2015 Imagine Publishing Ltd

ISBN 978 1910 439920

Part of the
iCreate
bookazine series



Contents

- 8** Make OS X Yosemite your own
16 Master iCloud Drive

Apple Essentials

- 26** 20 ways to improve iTunes 12
34 Use Siri-style Dictation in any app
36 Top 10 Notification Centre widgets
38 Customise Notification Centre
40 Discover Spotlight's new features
42 AirDrop files between devices
44 Share purchases and content with Family Sharing
46 Schedule Automator tasks with Calendar
48 Use Calendar's smart suggestions
49 Navigate Maps with trackpad gestures
50 Add a voiceover in iBooks Author
52 Set up and explore iCloud Drive
54 Import media with Image Capture
56 Manage your Safari Bookmarks
58 Save credit cards with Safari
60 Inspect HTML on web pages
62 Top 10 extensions for Safari
64 Skip between different devices
65 Sign documents in Mail
66 Annotate images with Markup in Mail
68 View conversation details in Messages
70 Set up SMS Relay in Messages

iLife & iWork

- 74** Use Places to boost your iPhoto workflow
76 Create black and white masterpieces
77 Geotag your photos
78 Create a personalised calendar in iPhoto
80 Prepare your iPhoto library for Photos
82 Design and print a greetings card
84 Correct common photo problems
86 Adjust colour in movie clips
88 Add blockbuster FX to your movies
90 Find more ways to share in iMovie
92 Enhance voiceovers with preset FX
93 Back up your iMovie library
94 Discover GarageBand's hidden Sampler
96 Shift key in your GarageBand track
98 Expand your library with Audio Units

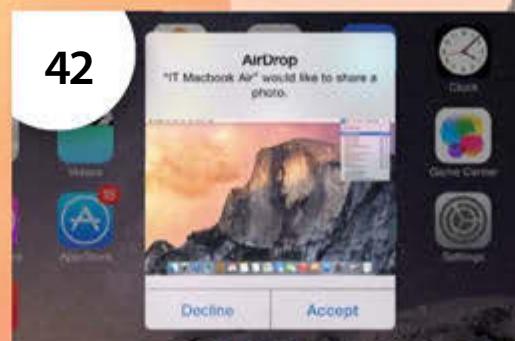
Page 8
Customise
Yosemite



Page 16
Master
iCloud



42

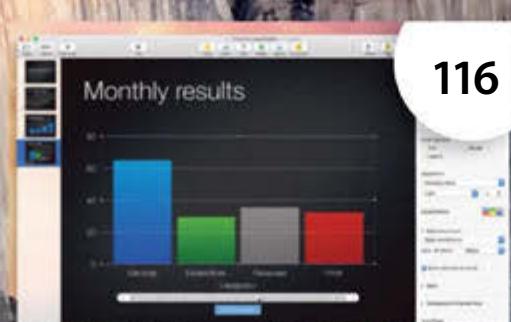


64





100



116



148



166

- 100 Create a bass rig with Bass Amp Designer
- 102 Export in high quality
- 103 Use GarageBand's Smart Library
- 104 Use Drummer to add more natural beats
- 106 Master vocal effects in GarageBand
- 108 Use advanced image fills in Pages
- 110 Cut out images with Instant Alpha
- 112 Use date, time & duration formatting
- 114 Customise text and text boxes
- 115 Collaborate on documents in iCloud
- 116 Punch up data with interactive charts
- 118 Discover Keynote's new Yosemite features
- 119 Set up Multipoint Connectivity
- 120 Create amazing charts in Numbers

Going Further

- 124 Build a website with apps
- 132 Smooth out facial blemishes in Aperture
- 134 Find photos with Aperture's Filter HUD
- 135 Edit image metadata in Aperture
- 136 Add copyright to images in Aperture
- 138 Create and save custom patches in Logic
- 140 Use Logic's Speed Up, Slow Down FX
- 142 Master Sidechained Bass in Logic Pro X
- 144 Use Quick Swipe Comping in Logic Pro X
- 146 Create a perfect voice-over in Logic Pro X
- 148 Produce wild weather effects in Final Cut
- 150 Create a time-lapse sequence in Final Cut
- 152 Use the right format in Final Cut Pro X
- 154 Create a digital double in Final Cut Pro X
- 156 Free up vital disk space with DaisyDisk
- 158 Program drums with Ultrabeat
- 160 Record an iPhone screen with QuickTime
- 162 Lock down your Mac with 1Password
- 164 Perform a deep clean of your Mac
- 166 Install Windows on your Mac

Mac App Store

- 170 50 best Yosemite apps

Troubleshooting

- 178 The most frequently asked questions are answered and common problems solved

Make OS X Yosemite your own

Personalise your Mac with icons, wallpapers, extensions and more

 There's no denying it: Macs are beautiful, with sharp, clean hardware and simple but stylish software that makes using them a dream. But the reason everything works so well on a Mac is that Apple keeps tight control over every aspect of it. Over the years, Mac users have found all kinds of ways to customise the Mac interface to suit their needs, changing icons, digging through hidden settings or even applying themes to the whole operating system.

As the years have passed, Apple has slowly removed the loopholes and back doors that third-party apps used to make these system-level changes, and the result is that it has become increasingly difficult to make big alterations to your system. Tricks and apps that worked a few years ago in the old OS X Leopard are now long defunct, and the result is a system that is much more difficult to customise and personalise.

But not it's impossible. Mac users absolutely love tinkering with and customising their systems, and seeing just how far they can go with changes to the OS. Of course, for many, OS X Yosemite's visual overhaul was easily enough eye candy, but that doesn't mean everything needs to stay the same. In this feature we'll take you through some quick changes you can make on your Mac to help it stand out from the crowd.

It's not all visual, though – a big part of customising your Mac is getting it running exactly how you want. Editing your machine's settings and adding new functions that simply aren't available to you straight out of the box is one of the highlights of setting up.

In this eight-page feature we're covering everything from designing your own Dock icons to changing the way the Dock looks and adding powerful new features to your favourite Mac apps. Read on and find out how you can take your Mac to the next level.

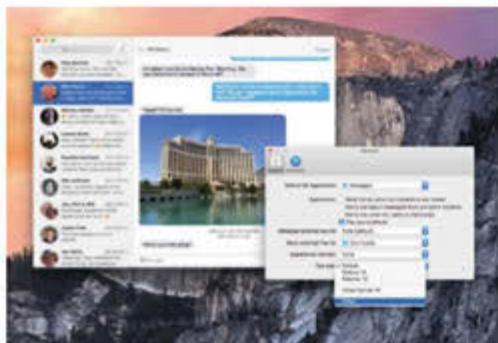
"Tricks and apps that worked a few years ago in OS X Leopard are now long defunct, resulting in a system more difficult to change"



Customise Messages in Yosemite

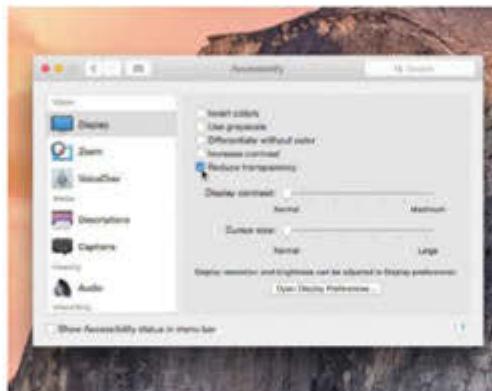
 The Messages app was extremely customisable in the old OS X Mavericks; you could change the colours of bubbles as well text sizes, fonts and colours to completely personalise the experience. Because of OS X Yosemite's SMS Relay feature, these options have almost all been completely removed so the app can show the difference between iMessages and SMS messages. But a few options are still available, if you know where to look...

"A few custom options are still available"



2: Access the options

Open the Messages app and head to its Preferences. In the General tab, you'll see a Text size option at the bottom of the panel. Click it and choose Other from the menu.



1: Reduce transparency

First off, you need to open System Preferences and select the Accessibility option. Once you are in the Display section, check the box labelled 'Reduce transparency'.



3: Customise

You can now use the Font window to select a different font, and change the font size. Unfortunately, you can't change the font or bubble colour in the latest version.

Schedule Dark Mode activation with f.lux



Dark Mode is ideal if you want to avoid straining your eyes at night, but it's really easy to simply

forget to switch it on. With the helpful f.lux app (which is free to download from the Mac App Store), you can set Dark Mode to activate automatically when the sun sets. The app asks to use your location when you first open it, so it can work out precisely what time it needs to activate depending on the season, and then the option is just one short click away...



1: Confirm location

When you first open the f.lux app you will be asked if it can use your location. It's best to agree – otherwise the sunset feature won't work properly.

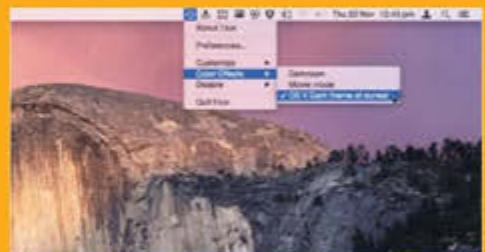
Activate the Dark Mode keyboard shortcut



Dark Mode by default can only be applied by opening up System Preferences>General and then checking a box. However, you are able to set up your system so that a quick keyboard shortcut will jump between the normal view and Dark Mode by simply inputting this into Terminal:
`sudo defaults write /Library/Preferences/GlobalPreferences.plist _HIEnableThemeSwitchHotKey -bool true`

This text is a sudo command, so you need to ensure that it is typed out very carefully, without any mistakes. When you are done, Dark Mode will now activate when you hit the following four keys: on your keyboard:

+ + +



2: Switch it on

Click the f.lux icon in the menu bar and hover over Color Effects. Select 'OS X Dark theme at sunset' and just sit back and relax – f.lux will do the rest for you.

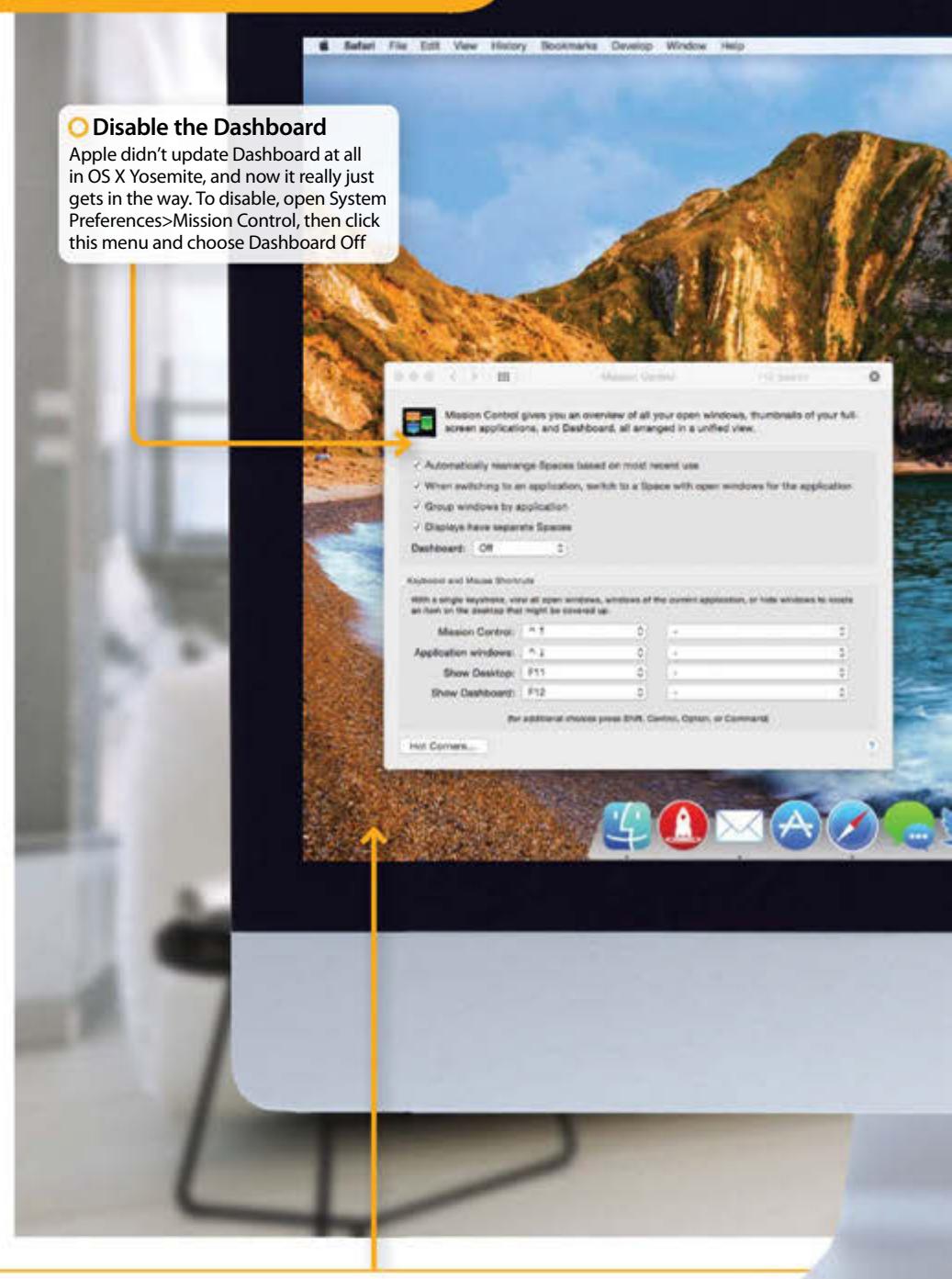
Customising your Mac interface



While you don't have the ability to do a whole lot to customise the look and feel of the operating system as a whole in OS X Yosemite, there are still plenty of small changes that you can make that will make your life easier, or just result in your Mac feeling more personal or streamlined. In most cases these will come down to taste and personal preference. However, it is possible to make your Mac feel really unique by only changing a few things here and there.

And best of all, some of the changes we'll be demonstrating in this feature will also give you an opportunity to stretch your own creative muscles – including designing your own wallpapers and icons so that you can discover your own style and then apply those changes to your system.

"Best of all, some of the changes we'll be making will also give you an opportunity to stretch your creative muscles – including designing icons and your own wallpapers"



Design your own wallpaper



One of the biggest changes you can make to OS X is changing the wallpaper, and in OS X Yosemite this is a much bigger deal than ever before. Thanks to the transparent effects on windows, Notification Centre and the Dock, a wallpaper change now makes a big difference to how everything on your Mac looks and feels. What's even better is that you can create custom wallpapers in Preview for free. Read on to discover how you can do just that in four quick and simple steps..



1: Import a photo

First, find a photo or image that you want to use in iPhoto, drag it to your desktop, then double-click it to open it up in Preview, or right-click and choose Open With>Preview.



2: Adjust the colour

Choose Tools>Adjust Color from the menu bar, then use the sliders to alter looks. Pay close attention to the histogram at the top, too, to get the best colours.



Show full web address

By default, Safari no longer displays the full web address of the site you're on unless you click the search bar. To show the full URL by default, open Safari>Preferences and in the Advanced tab, check 'Show Full Website Address'

Show Favorites bar

You may have lost quick access to your Safari Favorites bar when you upgraded to Yosemite – to return them to the top of the window, choose View>Show Favorites bar or hit Shift+Cmd+B

Turn the page to find out how to change your app icons, and how you can customise your Dock with different designs



3: Instant Alpha

If you want to combine two images, you can use Instant Alpha to select areas of your image and remove them. Click the toolbox, select Instant Alpha, then click and drag.



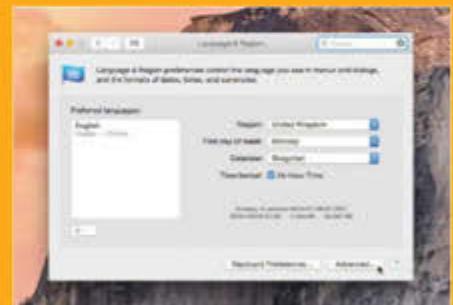
4: Cutting out and more

You can also manually cut out areas of the image using the lasso tools, then hit Cmd+C to copy the selection and paste it into another image or add text to your wallpaper.

Edit time display in menu bar



It's a small change, but you can alter the way that the clock looks in the menu bar by adding Emoji or different text to create a personalised feel.



1: Find the settings

First, open your Mac's System Preferences and click on Language & Region. Here you'll see some basic options, but we want to click Advanced.



2: AM/PM

Click the Times tab and you'll see Before and After noon boxes at the bottom. Enter any text into these and click OK to confirm and see it in the menu bar.



3: Emoji action

Hold down the Cmd+Ctrl keys and hit the space bar to bring up the Emoji chooser. Drag and drop into the boxes and have them display in the menu bar.

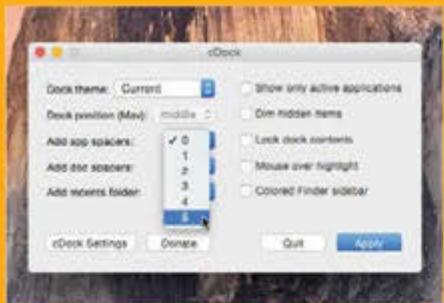
Customise your Dock



If you are unhappy with the squared-off style of the Dock in OS X Yosemite, or if you just want to create a slightly more customised desktop view, cDock is the perfect app to use. It's not hugely detailed, since Apple seriously limits your Dock customisation possibilities, but there are a few different options to try, all of which can give you a completely different look from OS X Yosemite. Download the app from the Mac App Store to give it a go today and find your style.

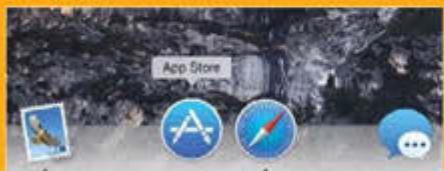


Add spacers between icons



1: Add spacers

Open cDock and you'll see two Spacers options. App spacers will appear on the left of the divider. Dock spacers appear between docked folders and Trash.



2: Drag them around

Add as many as you want, then drag them into the places you want. To add more, simply repeat the process again. The spacers reduce your chances of clicking the wrong icon.



1: Get the app

Search for cDock on sourceforge.net and you can download it for free. The app is open source and offers a simple interface for changing the style of your Dock.



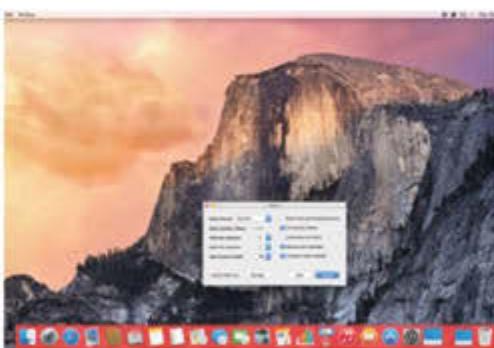
2: Choose a style

Use the drop-down menu in the top left to select a Dock style that you want. All the designs are different to the default dock – there's even a 3D version of Yosemite.



3: Select your options

Use the checkboxes on the right of the window to change settings like the way hidden apps display. You can also add some colour to the Finder sidebar icons.



4: Apply it

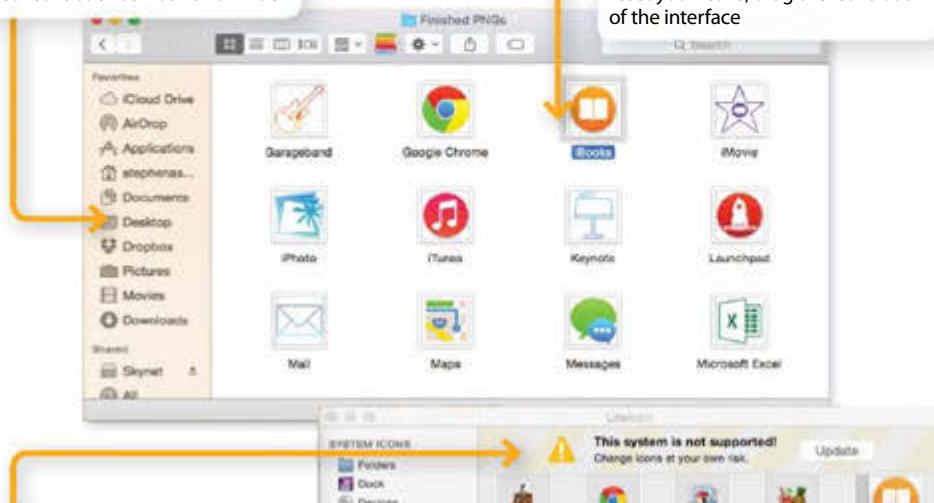
When you're ready, hit Apply and wait a few seconds. The Dock will disappear and reappear, and after a couple more seconds the new theme will be applied.



Apply icons with Litelcon

Sections

The different system sections are listed on the left of the interface. You can change every icon, from basics like folder icons to more deeply buried icons such as Trash and Finder



Drag and drop

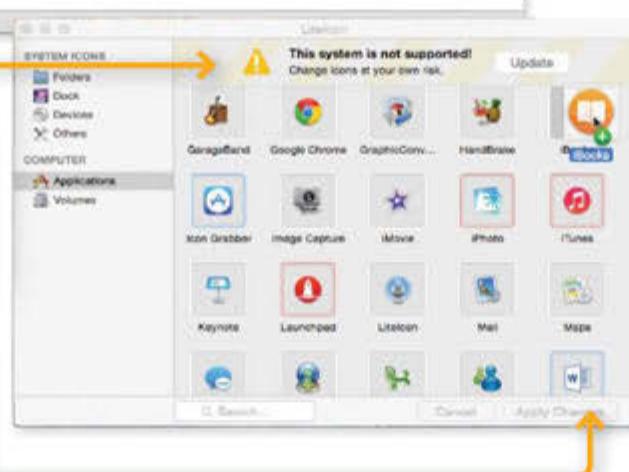
All of your apps and folders will be listed in the interface, so all you have to do is drag and drop an icon onto the corresponding app. To reset your icons, drag the icons out of the interface

Warning

Despite this warning at the top of the app's window, we didn't have any issues at all using Litelcon with OS X Yosemite – it functions just as it used to in OS X Mavericks

Apply and restart

When you've dropped all the icons you want into the app, click the Apply Changes button. You'll be prompted to Clear Caches & Log Out – when you log back in, the changes will appear



Create and apply custom icons



Adding custom icons is another major way to alter the look of your Mac. If you display your Dock at all times, it can completely transform your desktop, particularly when paired with a custom Dock design and wallpaper. Thanks to Litelcon, applying the icons is easier than you might think – just drag and drop them into the interface and the app will do the rest.



Head over to filesilo.co.uk/bks-620 and you can download our full set of iOS-inspired icons



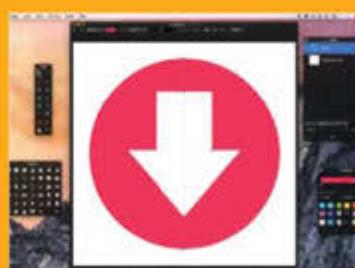
You can grab all kinds of different icon sets from iconfactory.com/freeware

Create custom icons with Pixelmator



1: Activate Vectormator

First, create a new document measuring 1024px by 1024px in Pixelmator. Then, hit Cmd+Shift+V to enter the app's brilliant Vectormator mode.



2: Draw some shapes

Use the shape controls in the left-hand toolbar to add shapes to your canvas. You can merge shapes together or group the layers to make things easier.



3: Change the style

Click Styles at the top of the window to view the Styles panel. Here you can control fill and line, add shadows and reflections and apply styles instantly.



4: Export as PNG

When you're done, ensure there is no background on the icon by removing the white background layer, then select File>Export and choose the PNG option.

Customise Yosemite



Customise with extensions



1Password **£24.49/\$34.99**

This brilliant app offers an extension that helps you log in to any app or website with a simple click. You won't need to keep remembering passwords for every site you visit, and the app will recommend incredibly secure passwords for you to adopt. Best of all, it works on all kinds of devices and in all kinds of apps, so you're not limited to Apple's own as you are with iCloud Keychain.

Continuity Keypad **Free**

While still an early build, this app solves a problem that Continuity users have experienced: dialling a phone number on your Mac. Thanks to Yosemite, iPhone users running iOS 8.1 can receive calls from their Macs with a click on the notification. However, making calls is a little more difficult – you can click on any number in your Contacts or the Maps app, but if you want to manually dial a number, you need to pick up your iPhone to do it. Continuity Keypad solves this issue, giving you a keypad on which you can type out a number you want to call and have it open up FaceTime to call it.



Pocket **Free**

If you use Pocket for saving articles and web stories to read later on, luckily the new extension is here to make your life easier. With a couple of clicks you can add stories to your Pocket, then use the OS X app to catch up on all your content at a time that is convenient.

Wunderlist **Free**

 This handy extension lets you add new notes instantly from Safari, as well as view all your tasks in Notification Centre, ticking them off as you complete them. It's fast, it syncs between your devices using new Handoff features and it's also completely free.

Repair photos with Pixelmator



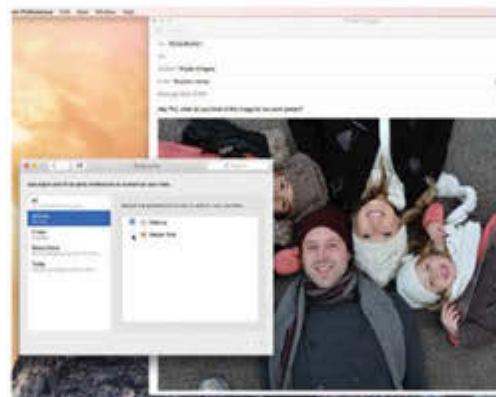
As well as a going through a redesign to fit with OS X Yosemite's change in looks, Pixelmator's latest update took advantage of the system's new features, adding the Repair tool as an extension in OS X apps. Currently, you can only use the tool in Mail andTextEdit, but we think it will make its way to the Photos app when it's launched later this year. To tide you over in the meantime, here's how to fix photos with Pixelmator in Mail.

"Pixelmator adds the Repair tool extension"



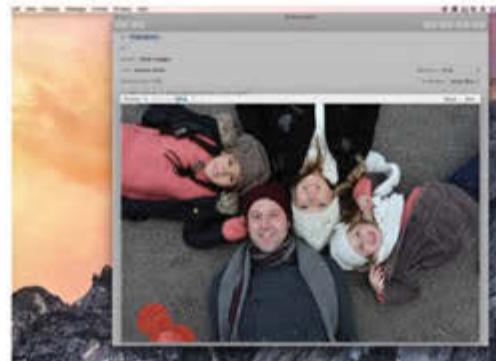
2: Tool size

The Pixelmator extension window will appear. Use the slider at the top to resize the brush that you're using, or enter a value in the size box next to it and hit Enter.



1: Activate the extension

In Mail, when you add a photo to a new message, click the arrow in its top-right and choose More. When System Preferences opens, check the Repair Tool box.



3: Edit and save

Click or drag on areas you want to remove or repair and the tool will use the areas around it to fix the spots. When you're happy with the results, click Done in the top-right.

Extensions in Photos



While Apple's new Photos app isn't out just yet, we've had a taste of what it can do thanks to the iOS version on Apple's handheld devices. On iPad and iPhone, photo-editing apps can be used as extensions within the Photos interface, hugely expanding what is possible in the app. When the Mac version launches in a month or two, we're expecting similar possibilities: Photos is going to be hugely customisable, and massively powerful, thanks to its third-party plug-in potential.

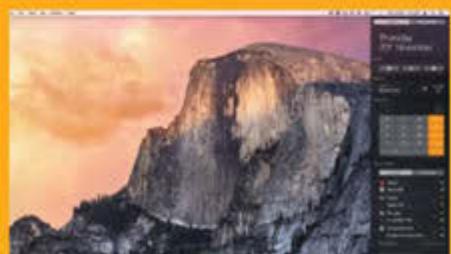


Customise Notification Centre



You can now do so much more than just check your latest emails in Notification Centre.

Below, we show you how to add and manage widgets to Notification Centre, and customise which apps will appear when you open up.



1: Edit widgets

Open Notification Centre by clicking the icon in the top right of the screen, click the Today view, then click the Edit button at the bottom of the menu. This is where all the magic happens.



2: Organise and move

Click the red minus signs to remove widgets, and add more with the green plus icons on the right. You can move widgets up and down the list with the three lines next to their titles.



3: Manage notifications

Open System Preferences, then click Notifications. Here you will get to choose which apps appear in your Notifications tab, and choose the order in which they're listed.

EVERYTHING YOU NEED TO KNOW ABOUT **iCLOUD DRIVE**

Get more from iCloud's all-new features with our complete guide to Apple's cloud services



 With the release of OS X Yosemite and iOS 8, iCloud is finally coming into its own. Since its launch a few years ago, Apple's cloud-based system has always seemed to lack a few important features. Now, with tools like iCloud Drive and iCloud Photo Library – which we'll be talking about in plenty of detail later – it seems that Apple's

vision for cloud computing is coming to fruition. For those who haven't used iCloud before, it's a cloud service that keeps all kinds of data in sync between your Apple devices. This means that your data is all stored securely in an Apple data centre, where there are huge storage collections filled with various users' information. iCloud users get 5GB of storage for free; you can think

Photos in iCloud

You can now store every photo you've taken on your iOS device in iCloud, and access them from anywhere at full resolution. Turn to page 20 to find out more about how you can back up all your most precious shots

Syncing information

Choose the info to sync between your devices from this area. There are plenty of options, from Contacts to Safari bookmarks, tabs and Reading Lists

Backups

You can back up your iOS devices to your iCloud account too, to ensure all of your data is safely stored just in case the worst happens. This will eat up your iCloud storage, though, so you might need to upgrade to more space

of it as a small hard drive stored in a huge warehouse with thousands of other hard drives used by other iCloud members. All of the data on the hard drives is encrypted too, so it's completely safe, and because it's all connected to the internet, you can access your hard drive from anywhere in the world as long as you input your Apple ID and password. Of course, it's



iCloud Drive

If you've ever used a service like Dropbox, you'll know what to expect from iCloud Drive. This service offers an online storage space for all your files – turn the page to find out more about it



Family Sharing

With Family Sharing, you can set up all your family members to share purchases and card details with each other. This means everyone can download movies, music, apps and more, and you can manage purchases from your children's devices

Mail

You'll only be able to access Mail in iCloud settings if you're setting it up using an iCloud email address that ends in @me.com or @icloud.com. You can still set up email from other accounts in Mail's Settings section, however

Access anywhere

Even if you're not using your Mac or iOS device, you can log in to your account on www.icloud.com and view all of your photos, files, contacts, calendars and more. It'll work on any computer – all you need to do is log in

much more advanced than this, and your data is much safer than a simple hard drive stored in a warehouse – you can find out more about how your iCloud data is kept safe on page 22.

When it first launched, iCloud was really just a method for keeping specific information in sync between devices, so things like contacts, reminders and notes would appear across your Mac, iPhone and iPad. This works by copying the data onto your digital storage area in the data centre, which then automatically pushes the new information out to your other connected devices so that next time you open the app in question, your changes are already available.

While the service still does all of these things, these features have taken a back seat to the newer and more useful syncing options. Now,

"iCloud is simple, secure and incredibly convenient"

along with syncing, iCloud also offers features like Continuity, which let you use your iPhone, iPad and Mac together in a lot of cool ways, and iCloud Drive – which is explained on the next page. These features all make your experience across the Apple ecosystem more straightforward. And this is something that only Apple can do. Since the company designs all of the hardware itself and also creates all of iOS and OS X, everything runs perfectly across your devices, and both the operating systems link up

smoothly with iCloud at their core. So, iCloud is simple, secure and incredibly convenient – if you're not already using the system to stay in sync, you really should set it up now.

It's completely free to use and you can set up your account on any of your Apple devices. On iOS, you can open up the Settings app, and on Mac you can click on System Preferences. In both, you'll find an iCloud section that lets you input your Apple ID (the email address and password that you use for iTunes and App Store purchases) to add iCloud to your account. Alternatively, you can create a new iCloud email address if you don't already have an Apple ID. Once you've chosen the types of information you want to get synced between your devices, you're good to go.

What is iCloud Drive?

Use your free online storage space for files, folders and more

 Apple launched iCloud Drive alongside iOS 8 and OS X Yosemite late in 2014, and if you've got an iCloud account set up on your Mac or iOS device, it's likely that you've already got it set up without even realising. Don't worry though – it's a really handy tool that will make your Apple life easier than ever.

If you've used a service like Dropbox before, it's likely that you already understand what iCloud Drive is. When you sign up for a free

iCloud account, you automatically get 5GB of free storage, and with iCloud Drive you can use this to store absolutely any file online.

This 5GB acts like an external hard drive or USB memory stick, but rather than being connected to your Mac or iOS device with a wire, it is instead accessed wirelessly, through the internet. You can drag and drop any file or folder on your Mac into your iCloud Drive, and iCloud will automatically upload it to your online storage area. Once the files have been added,



Why isn't there an iCloud Drive app on iOS?

Apple claims that the reason for this is to keep things simple, but honestly we're not sure. It would be really handy for organising your files, just like Dropbox. Keep your fingers crossed for an iOS update to add it.

you'll see them appear on your other devices, and you can open them with a click.

On your Mac, iCloud Drive functions just like any other folder in Finder. You can add any files you like and open documents from it if

Using iCloud Drive on your Mac

How to access and organise your online storage space

On your Mac
Open Finder and you'll see an iCloud Drive option in the sidebar. Click this to view all your folders and files – you can simply drag and drop items into the folder to upload them to iCloud

Stay organised
Each compatible app has its own folder in iCloud Drive and if you save a file to your Drive from within those apps, it will be added into the relevant folder. You can organise these folders easily on your Mac

Access online
Log in to iCloud.com and you'll see an iCloud Drive option on the home screen. Click it and you can view all your folders, upload files to your Drive, create new folders and download the files you need

iOS apps
There is no dedicated area to access iCloud Drive on iOS devices; it only appears within apps that have been updated to support it. You can open files that are compatible with the app, and upload new files to it

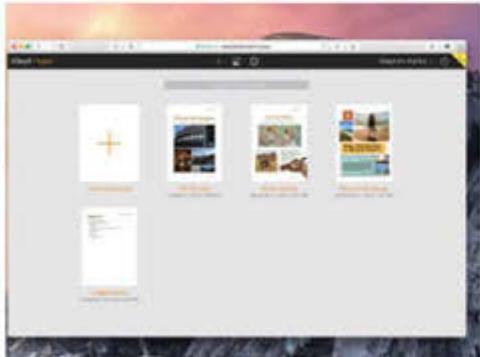


"On your Mac, iCloud Drive functions just like any other folder in Finder"

you wish. On iOS, there is no dedicated app for iCloud Drive – instead, apps that integrate with iCloud Drive enable you to open files from your Drive, or save files to it, within the apps themselves. You may find iCloud icons appearing within iPad and iPhone apps; tap them and you should be able to view and open compatible files within the app.

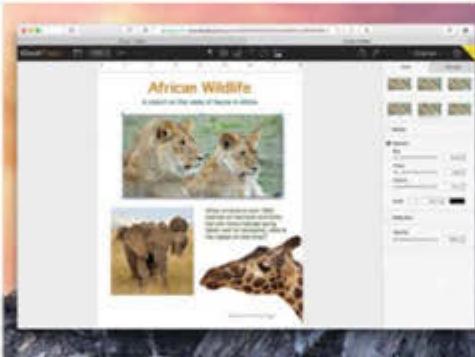
What's even better is that on icloud.com, Apple has added a version of its popular iWork suite – Pages, Numbers and Keynote – which you can use simply by logging in with your Apple ID and password. Add a compatible file, including Microsoft Office files, to your iCloud Drive and you can edit them from anywhere, for free, just by logging in.

iWork in iCloud Use Pages, Numbers and Keynote



1: Log in

Go to icloud.com and log in with your Apple ID. Click the Pages, Numbers or Keynote icon to see all your documents. You can drag and drop any file from your Mac, too.



2: Open and edit

Double-click on any file to open it in the online editor. It doesn't have every feature that the Mac version offers, but it's still powerful for an editor that's entirely online.

Access iCloud Drive anywhere

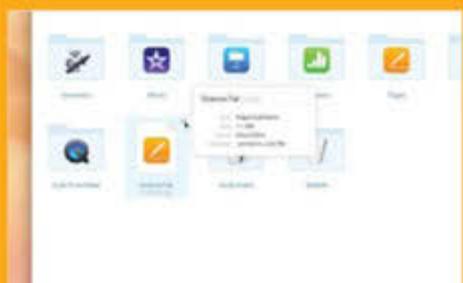
Get to your files no matter what device you're using

When you've saved files to iCloud Drive, you don't want to be limited to only accessing them on your own devices. Here's how to view them from anywhere.



1: Log in

First, head over to icloud.com and log in with your account details. Click on the iCloud Drive button in the menu and you'll see folders and files appear.



2: File management

You can group loose files into a folder, or delete the files you don't need any more. You can also click the small 'i' icon to view information about files.



3: Upload or download

Highlight the file you want and click the download button at the top to save it, or click the upload button and choose a file to add to your iCloud Drive.

Photos in iCloud

Access all your photos whenever you want

 iOS 8.1 introduced a new photo storage system called iCloud Photo Library. Previously, once you'd set up iCloud, your photos were automatically uploaded to a personal Photo Stream to keep the last 30 days' worth of shots safe. Now, though, your entire photo history can be backed up to iCloud, so you can access your shots no matter what device you're using.

While the system is still in beta, you can set it up right now. Once it has been activated, your photos will start uploading to iCloud. Depending on the number of shots you have taken, you may need to purchase some extra storage space for this to work. Your images use your standard iCloud storage space, so if you have thousands of photos they may not fit in the 5GB of free space.

Get it set up, though, and photos taken on your iPhone will appear on your iPad and Mac instantly. Plus, when the new Photos app for Mac launches, it will be fully integrated with the new system, so everything will be completely seamless. The best part is, you can rest safe in the knowledge that all your brilliant photos are safe and sound if anything happens to your devices.



Get more storage

If you need extra storage for Photos, or for iCloud Drive, you can pay a small monthly fee for a big storage boost...

Storage	5GB	20GB	200GB	500GB	1TB
Price per month	Free	£0.79/ \$0.99	£2.99/ \$3.99	£6.99/ \$9.99	£14.99/ \$19.99

Why won't my iPhone let me upload my photos?

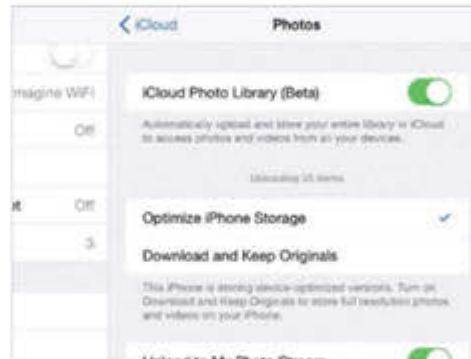
You may not have enough storage space in iCloud for your photos. If you've taken more than 5GB worth, for example, it won't fit into your free space and you'll need to purchase more iCloud storage.

Activate and use iCloud Photo Library Upload all your photos



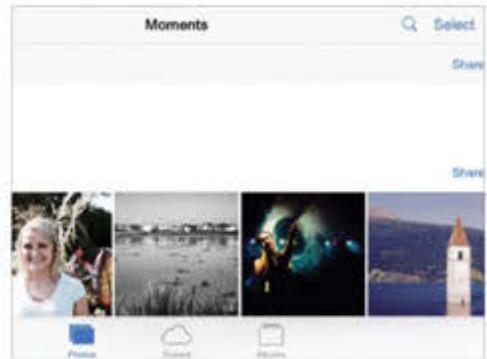
1: Switch it on

On your iOS device, open the iCloud area of the Settings app and tap on the Photos option. Switch on the new iCloud Photo Library (Beta) option at the top of the list.



2: Upload and optimisation

Your iPhone will start uploading your shots instantly, which could take a while. In the meantime, switch on the iPhone optimisation option to save storage space.



3: Access from anywhere

Switch on the option on your other devices and when you take a photo on one device, it'll appear on all the others as well. Simply open Photos and view the Photos tab.



Family Sharing

Stay in sync with family members via iCloud



For a long time, family members either needed individual iTunes accounts, each with credit cards attached, to buy and download apps, or they would all have to share a single account and potentially rack up huge bills when the kids decided to buy hundreds of pounds worth of in-app purchases in their favourite games. Neither situation was ideal and so Apple has done something about it with Family Sharing.

This new option in iCloud enables you to link together up to six Apple IDs as part of a single 'family'. Once linked, all the connected users will be able to download purchases from the other accounts – including apps, music and movies – for free. You'll also have the option of sharing your location with your family members, so you can find each other fast when out and about, or locate lost devices with Find My iPhone.

But it's even more useful for parents: set up your kids' accounts with Family Sharing and you can be notified whenever they try to buy apps or in-app purchases. They'll need your authorisation before they can download paid content – it could save you a fair bit of cash.

Step-by-step

FAMILY MEMBERS

- Stephen Ashby (Me)**
Organiser
- Lyndsey Walker**
Parent/Guardian
- Add Family Member...**

Family members share music, movies, apps, photos, location, and more. [Learn more...](#)

1: Add people

Open the iCloud section of Settings and tap on Family Sharing. Tap on Add Family Member and type in the user's Apple ID email address to send them an invite to your group.

FAMILY PURCHASES

Philip shares iTunes, iBooks, and App Store purchases from this account with your family.

Parent/Guardian

When enabled, Philip can approve Ask to Buy requests from children in the family.

Remove...

2: Pick their powers

You can choose whether members are a Parent/Guardian, who can download anything, or a child. The latter will give you more control over what they are buying.

Download family purchases

Access and download content your family bought

My Purchases

FAMILY PURCHASES

- Lyndsey**
- Philip**

1: Purchases

In the iTunes or App Store, tap the Updates section (on iPhone) and select the Purchased option. You'll see a list of your family members.

All Purchases Lyndsey

All	Not on This iPhone
Dots: A Game About Connecting BetaWorks One Version 2.0.1	OPEN
New Words With Friends Zynga Inc. Version 2.3	FREE

2: In the family

Choose the family member who bought the item, then browse their purchases, tapping the cloud download icon to get it for free when you find one you want.

Add Family Member...

Family members share music, movies, apps, photos, location, and more. [Learn more...](#)

SHARED PAYMENT METHOD

VISA **Visa (....)**

Expires

Purchases initiated by family members will be charged by this payment method. Change it in iTunes & App Store Settings.

3: Add a payment method

To use Family Sharing, all the accounts will pay from a single account. You can check your payment details here so your personal account or credit card doesn't get drained.



iCloud security

Keep your files, photos and information safe online thanks to iCloud



iCloud security has been right at the forefront of the news in recent months, thanks to numerous celebrities having photographs stolen from their iCloud accounts. While users are right to be concerned, Apple itself came forward to reassure people that no accounts were actually

'hacked' – instead, the people involved had weak passwords that were too easy to work out or guess. Once the 'hackers' had worked out the passwords, it was just a matter of taking what they wanted.

Of course, this could happen to anyone, which is why it's important to stay as secure

as possible when using iCloud. Two-step verification can help with this – even if someone knows your password, you'll have to confirm a login on a trusted device, like your iPhone, before they can access your details. Check the bar on the page opposite to find out how to set up this useful security feature for your account.

Using iCloud Keychain

Get secure passwords anywhere with iCloud Keychain



1: Get secure suggestions

When you sign up for a new account on a website, this pop-up will appear when you are prompted to create a password, offering a complex and secure option.



2: Manage your passwords

In Safari on your Mac, open the Preferences menu and click Passwords. Here you can see all your saved passwords, delete those you don't need and search them all.



Will my iCloud account be hacked like those celebrities?

The accounts weren't actually hacked. Instead, the culprits managed to guess the celebrities' weak passwords to access their accounts. To avoid the same fate, create a secure password and use two-step verification!

"Your iCloud data is incredibly secure, both on Apple's servers and during transfer"

Stay secure with iCloud

Ensure all your data and passwords are safe

Keychain options

Open the Settings app, then choose the iCloud section and open Keychain. Once this is switched on, you'll be able to tap the Advanced area to enter this screen for extra options

Password required

To make any changes to your iCloud Keychain options, you'll need to enter your iCloud password – even if you're using a trusted device, this is an extra layer of reassuring security



Security code

Rather than receiving a text message when setting up a new device, you can create a code that you can enter to verify a device – tap Change Security Code to update it

Verification number

Enter your mobile phone number here. When you want to activate iCloud Keychain on new devices, you'll be sent an SMS message with a one-time code to activate the feature

However, you can rest assured that your iCloud data is safe: everything that is sent through iCloud, from photos to documents to messages, is protected with a minimum of 128-bit AES encryption. Your data is incredibly secure, both on Apple's servers and during transfer, so you don't need to worry about anyone malicious hacking into your account and stealing files.

But keeping the files themselves safe isn't iCloud's only security trick – it also helps you to add another layer of security to your other online accounts. iCloud Keychain helps you save your passwords to your iCloud account, so you can log in quickly and painlessly on all your devices. But that's not all. The service can also

suggest complex, hard-to-guess passwords that you can add to an account with a single click. And once added, iCloud will store the password, making it easy for you to log in, but much more difficult for hackers to access your account. Best of all, these passwords are all protected using 256-bit AES encryption when saved in iCloud, so you can rest assured that nobody will be getting to them.

Then there are the simple security techniques that you can set up in just a couple of minutes – iOS device backups and Find My iPhone. Set your iPhone or iPad to back up to iCloud and you can rest easy knowing that your personal data is safe if your iPhone should get damaged, lost or even stolen.

Find My iPhone Never lose your Mac or iOS device

Find My iPhone is a feature baked into iCloud that you can set up on all your Apple devices, whether they're running OS X or iOS 8. Once activated in the iCloud section of your iPhone's Settings app, you will always be able to pinpoint your devices' locations through [iCloud.com](#). So if you ever lose anything you can lock it, wipe it, or just track it down.



Set up two-step verification

Lock down your account

1: Log in online

Head to [appleid.apple.com](#) and click the Manage your Apple ID button on the right-hand side of the page. You'll need to log in with your email and password.



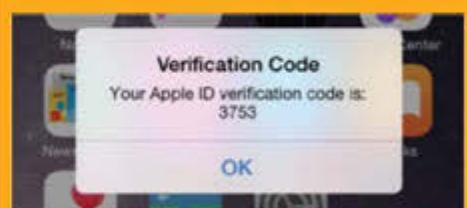
2: Get started

On the left of the interface, click the Password and Security section. At the top of the menu is the two-step verification section. Click it to get started.



3: Follow the steps

The website will now guide you through the steps you need to set up two-step verification. Remember that you'll need a trusted device like an iPhone or Mac.



4: See the benefits

Now, when you log in to a new device for the first time, a code will appear on your trusted device and you'll need to enter it to continue, for extra safety.

Apple essentials

Discover how to get more out of your favourite Mac apps and go that little bit further



- 26 20 ways to improve iTunes 12
- 34 Use Siri-style dictation
- 36 Top 10 Notification Centre widgets to download
- 38 Customise Notification Centre
- 40 Discover Spotlight's new features for Yosemite
- 42 AirDrop files between Apple devices

- 44 Set up Family Sharing and share purchases
- 46 Schedule Automator tasks with Calendar
- 48 Use Calendar's smart suggestions feature
- 49 Navigate the Maps app with trackpad gestures
- 50 Add a voiceover in the iBooks Author app
- 52 Set up and explore the new iCloud Drive
- 54 Import photos and videos with Image Capture
- 56 Manage your Safari Bookmarks

- 58 Save credit cards with Safari
- 60 Inspect HTML on web pages
- 62 Top 10 extensions for Safari



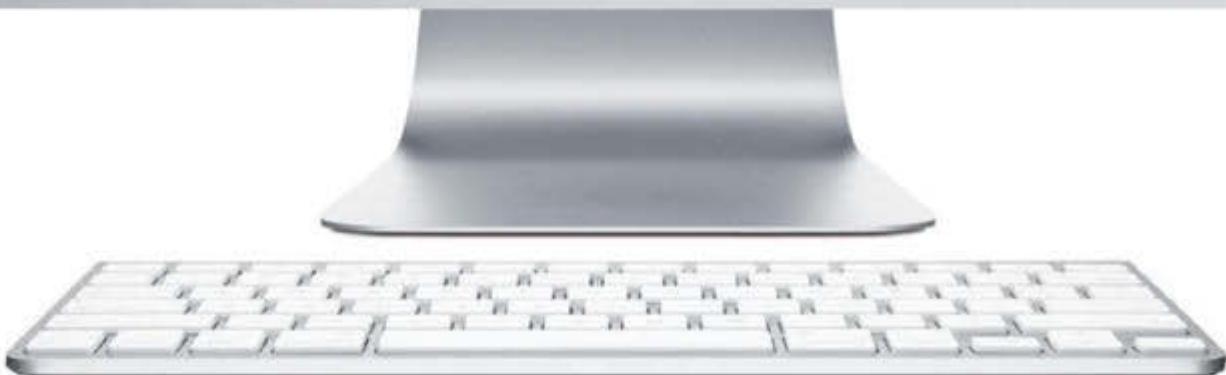
- 64 Set up Handoff in OS X Yosemite
- 65 Sign documents in Mail
- 66 Annotate images with Markup in Mail
- 68 View conversation details in Messages
- 70 Set up SMS Relay in Messages

“Many apps have been given a new lease of life under OS X Yosemite”





The screenshot shows a Mac desktop with a window titled "Notification Center Widgets". The window displays various app icons and names, such as "Wunderlist To Do List A", "PhotoDeck - for Instagram", "Pocket Yoga", and "Exchange Rates". Below this, there's a section for "Notification Center Widgets" featuring icons for "Things", "Chronicle", "Battery Drag", and "Parcel". To the right, the "Today" view of the Notification Center is shown, displaying the date "Thursday 8th January", weather information ("Mostly Cloudy currently. The high will be 11°. Cloudy tonight with a low of 7°"), stock market updates for "FTSE 100", "FTAS", "FTAI", and "DOW J", and a "Social" section with links to LinkedIn, Twitter, and Facebook. The desktop background is a scenic view of a waterfall.





ways to improve iTunes 12

Essential improvements to create the media centre that Apple should have made

 If you haven't already upgraded to the latest version of iTunes, then head on over to the official iTunes page and get downloading it. Apple promised us a whole host of new changes within iTunes 12 and while it's fantastic to see some of the new additions, it can take a little getting used to when using it for the first time. It's still the same content management program we all know and love, but perhaps more streamlined than many will be used to; especially when compared to some of the more mundane updates that we have previously experienced.

Although having access to the new app is, of course, fantastic, this update has received decidedly mixed opinions from both users and critics alike. Noticeable omissions here and there and some questionable design choices have left a number of users looking for different ways they can improve their iTunes experience. With this in mind, we've scoured

high and low to find you some of the best ways you can personalise and improve iTunes 12 to your exact needs, as well as highlight a few third-party apps to help the process even more. So whether it's optimising your audio, sorting through duplicate content or integrating missing album artwork, our guide will highlight some of the improvements all users should seriously consider. If all else fails, we've also got a quick guide on downgrading back to iTunes 11.

"Our guide highlights some improvements all users should seriously consider"





WHAT'S NEW IN iTUNES 12?

New icons

A new series of icons representing various types of files, instead of the familiar drop-down box from previous builds, has been implemented. This includes a new icon for the Internet Radio feature

My Music

The My Music menu now encompasses everything purchased through the iTunes Store as well as links to various radio stations. The list of available radio stations is staggering to say the least

Family Sharing

Family Sharing is one of the biggest changes in iTunes 12, enabling one family member to purchase content for other accounts to then enjoy on their devices simultaneously

Integrated Wish List

There's no dedicated Wish List page in iTunes 12 and instead it has been integrated alongside the Redeem, Purchased and Account Info panel. All the usual Wish List options still remain

The screenshot shows the iTunes 12 interface on a MacBook Air. Several features are highlighted with blue arrows:

- New icons:** A green arrow points to the new file type icons in the sidebar.
- My Music:** An arrow points to the 'My Music' tab in the top navigation bar.
- Family Sharing:** An arrow points to the user account name 'Katie' in the top right corner.
- Integrated Wish List:** An arrow points to the 'Wish List' button in the top right corner.
- New mini view controls:** An arrow points to the small box icon that appears over album art.
- Revamped playlists:** An arrow points to the playlist bar at the bottom of the screen.
- Lack of 3D:** An arrow points to the flat design of the interface.

New mini view controls

A small box icon now appears when you hover over album art and a simple click turns it into a square CD view. By using the squeeze icon, the mini view can then be changed into a thin bar

Revamped playlists

Creating and managing playlists has been made a little easier. Whenever you start dragging a song, the playlist bar automatically opens, enabling you to place the song wherever you wish

Lack of 3D

One of the more noticeable changes is the new flattened look. It's arguably a much cleaner interface than the usual 3D-effect look we are used to from many of the previous iterations

Apple essentials

Optimise sound

01 By using both the Sound Check and Crossfade Songs options found within the Preferences menu in iTunes 12, you can make subtle but noticeable changes to your audio stream. The Sound Check option will perform a scan of your library and adjust the volume levels for each level accordingly, while the Crossfade Songs feature produces a slight blend at the end of each song to create a continuous stream. These two changes are simple, but surprisingly effective if you care about the quality of your audio experience.



Use Sound Enhancer

02 The Sound Enhancer tool dramatically improves sound quality. Enabling this option in the Preferences menu not only adjusts the bass and treble output, but also adds depth to songs by blending various components across different audio channels. The effect will leave some songs sounding completely different.

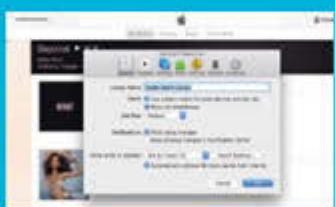
"The Equalizer is perfect when it comes to tinkering the audio to your exact needs"

Master the Equalizer

03 The Equalizer is a perfect tool when it comes to tinkering the audio to your exact needs. Although it's simple enough to move the sliders to change the audio quality manually, there's the option to choose from different presets that highlight different areas of the audio. At the top of the menu there is also the option to create your own preset from scratch and then save it for later to use in different audio programs.

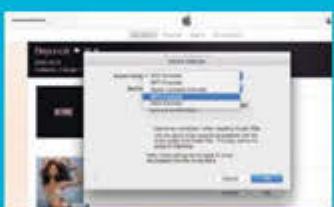
Customise the import settings

04 Sometimes imported music isn't quite up to the standard of quality required. Fortunately, now you can dramatically improve the overall sound quality of the music you import into iTunes from CDs. You can do this by modifying a selection of the Import Settings that are on offer in the Preferences tab within the app.



1: Import Settings

Open up the Preferences tab in iTunes before navigating to the General section and selecting the Import Settings option on the right side of the Import from CD option.



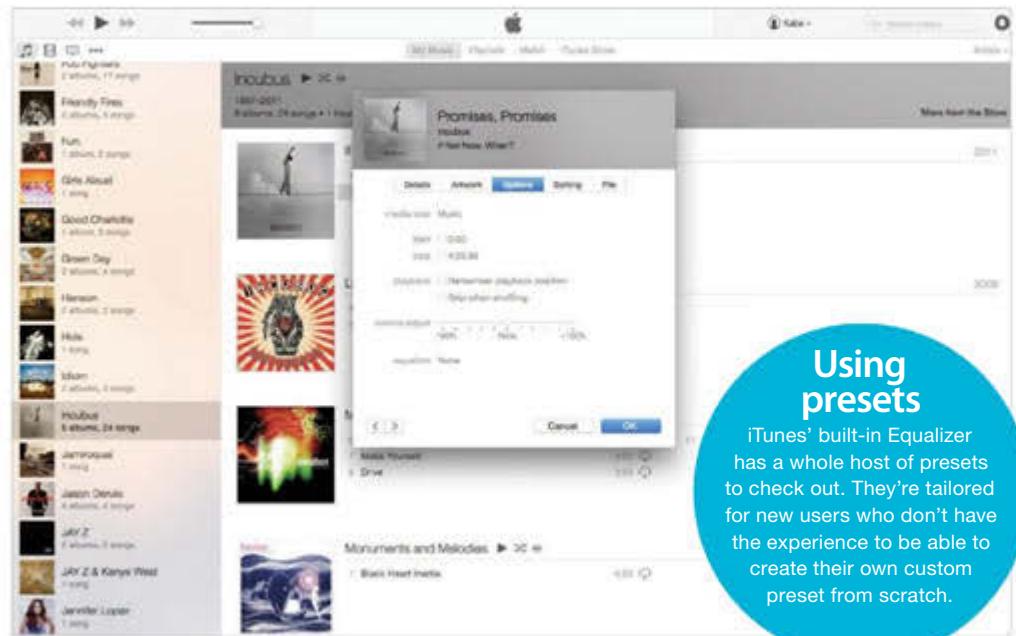
2: Which encoder?

Choose the Encoder option at the top of the next menu to access the drop-down menu. Here you can select the encoder you want to use; we recommend either AAC or MP3.



3: Pinpoint settings

On the next screen you'll be given the option to choose the exact bitrate that you want to import in. Also remember to enable the Use High Efficiency Encoding option.



Edit song options

05 It's possible to perfect the audio of an individual song; simply press on it while in the library and then use the Command+ function. This will open up the song's information screen where you need to scroll to the Options tab. From here you can add a preset equalizer mode to it and adjust the volume levels to your exact needs. Any custom presets you made can also be applied here.

Master multi-touch volume controls

06 There isn't a lot of choice when it comes to multi-touch controls in iTunes 12, but what's available is highly useful. While using a trackpad, roll your cursor over the volume slider before dragging one or two fingers across it to adjust the volume. It's also possible to use this method to scroll through podcasts and movies.



07 Top five keyboard shortcuts

alt

Hold Alt for quick additions to Up Next

When browsing tracks, hold Alt to see a '+' icon appear next to the track you're hovering over. Click this button to add it to Up Next right away.

Shift + ⌘ + N

Create a playlist

Go through your library, select a number of songs and then use this combination of keys to create a playlist out of them automatically. It's possible to add further songs if needed.

⌘ + alt + 3

MiniPlayer to full window

If you decide you want to be able to use iTunes in full-screen mode, as well as being able to control other aspects of your desktop, just use this handy combination of keys.

alt + ctrl + ▶

Scroll through a song

To pinpoint an exact area of a song you want to listen to, or to simply skip through a portion you aren't interested in, hold down the Alt and Control buttons before using the left and right arrows to scroll through it.

alt + ⌬

Add song to queue

When performing a search in the MiniPlayer, this nifty shortcut will add any song you select straight to the Up Next queue, so you never need to take your hands off the keyboard.

Apple essentials

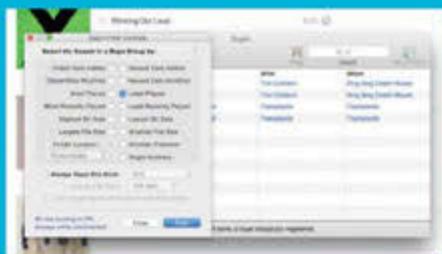
Remove duplicates from your library

08 Duplicates are a common problem in most iTunes libraries, but it's not an issue to scan and delete any duplicates when using the Dupin app. Here's how to get started with it.



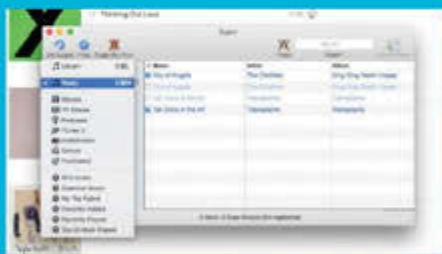
1: Perform a scan

Open the Dupin app with your iTunes library open and select the Get Dups option from the top-left of the app. This will then instigate a thorough scan of your music library.



2: Filter results

After the results have appeared, press on the Filter option in order to sort through the songs. Through this menu you can also select the tracks that you don't want to remove.

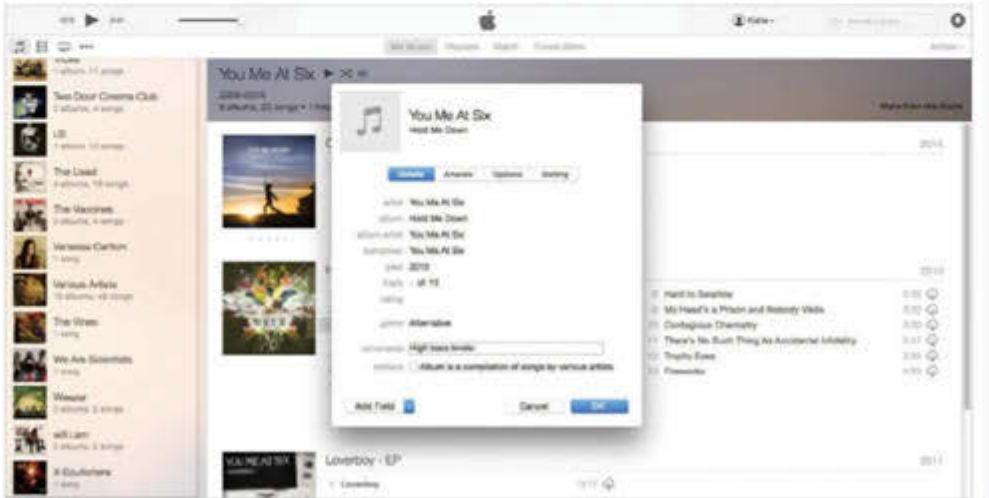


3: Delete and switch

Tick the songs you want to remove and then press the Purge button at the top to delete the duplicates. It's recommended to perform a second scan to double-check.

Add metadata to tracks

09 No library is complete without having everything in it correctly labelled with metadata. Right-click on a listing and select the Get Info tab from the new menu that appears, then take a look at the data that's filled in. Although iTunes 12 does a fairly good job of putting several bits of default data in, you can add further details using the Add New Field button, bottom-left of the menu.



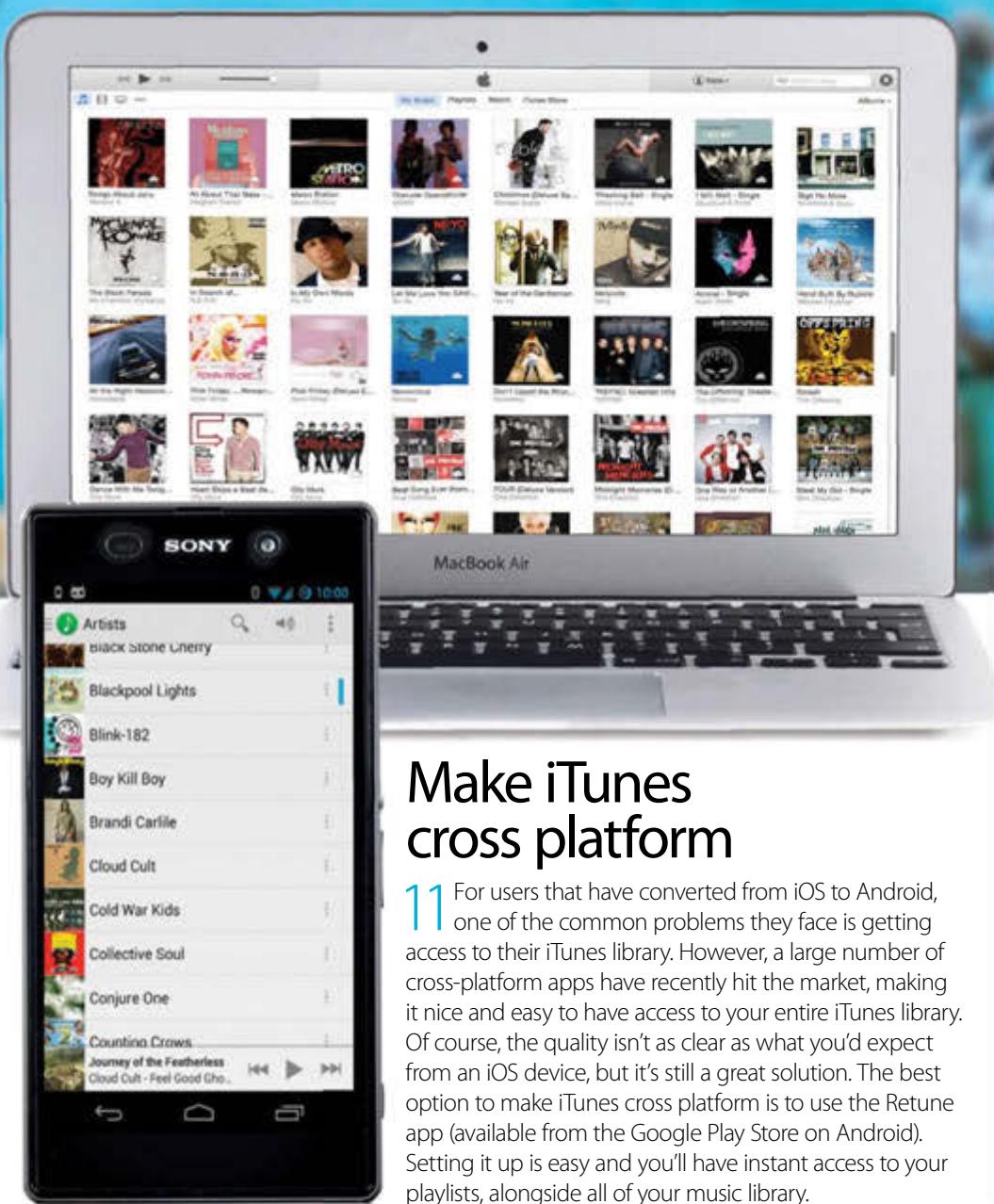
Become a Genius

By opening the Genius menu, you'll be able to send information about your music to Apple, where it will instantly send you recommendations for you to take a look at and add to your library.

Create a Genius playlist

10 Having a number of playlists may seem like a good idea, but it can often leave your library looking cluttered. As an alternative, you can create Genius playlists that not only do the organising of songs for you, but also don't save themselves into your library. After enabling the Genius option within the Tools menu, right-click on a song and select the Create Genius Playlist option that's provided.



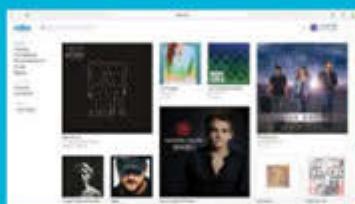


Make iTunes cross platform

11 For users that have converted from iOS to Android, one of the common problems they face is getting access to their iTunes library. However, a large number of cross-platform apps have recently hit the market, making it nice and easy to have access to your entire iTunes library. Of course, the quality isn't as clear as what you'd expect from an iOS device, but it's still a great solution. The best option to make iTunes cross platform is to use the Retune app (available from the Google Play Store on Android). Setting it up is easy and you'll have instant access to your playlists, alongside all of your music library.

iTunes rivals

There is no doubt that iTunes is a fantastic service, but there are some amazing alternatives available out there when it comes to streaming and storing music on your Apple device. Here are just a few that we highly recommend you try out.



Rdio



Although Rdio may not have as vast a streaming library as the competition, it's arguably the easiest to use and includes thousands of radio stations.



Spotify



With millions of quality songs at your disposal and near impeccable streaming quality, Spotify remains head and shoulders above the rest in most areas.



Play Music



Google's Play Music service is new on the block, when compared to the rest, but it already has a vast library and streams at a more than acceptable 320kbps.



Highlight compilations

12 By heading down to the Various Artists section of your music library, you can group songs into compilations. This is useful if you've got numerous songs appearing over different albums. Right-click on the album and choose the Get Info option before enabling the Compilation option.



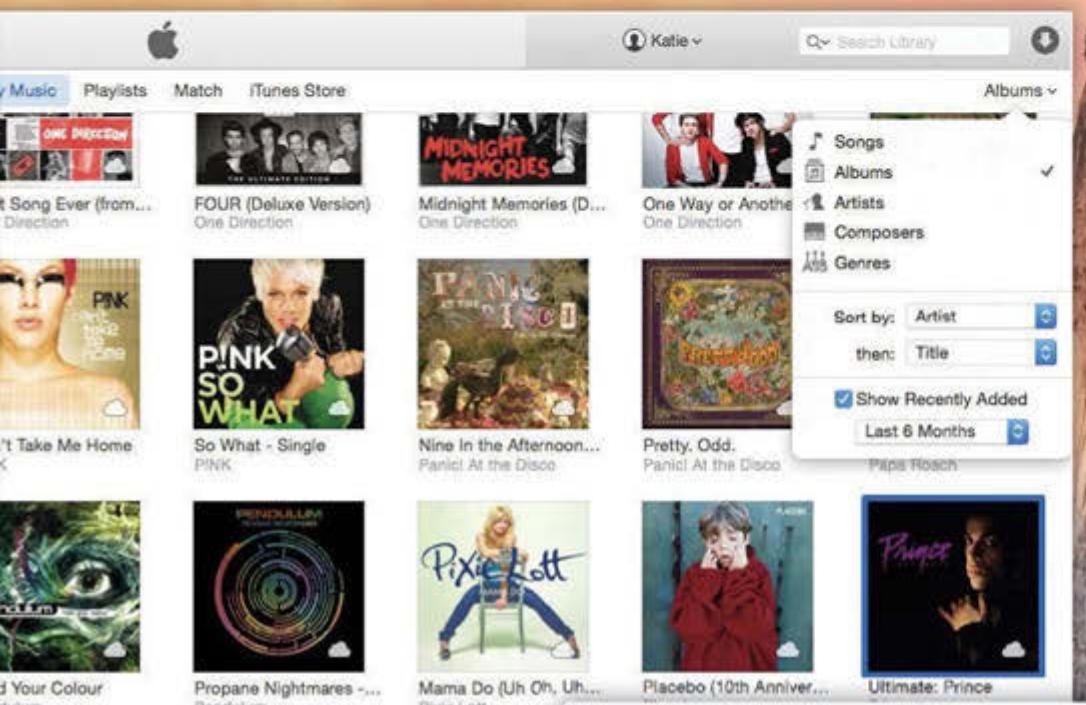
Hide unwanted purchases

13 After months and years of downloads, your purchase history across iTunes is going to start looking fairly cluttered. To get things in order, open the Purchased menu from within the Account menu and press on the X button in the corner of any album, app or movie to hide it from your Purchased menu. Go ahead and declutter it.

Apple essentials

Replace the Albums view

14 Navigate over to the My Music page of iTunes and press on Albums from the top-right. This opens a drop-down menu where you can change how you want your music to be displayed. Most of these alternate views are far less cluttered than the default Albums view.



A screenshot of the iTunes application window. The main area shows a list of songs and artists. At the top right, the word 'Albums' is highlighted in the dropdown menu. The list includes entries such as 'Brian Welch, David Silveria, Jonathan Davis, James Shaffer & Reggie Arvizu', 'Korn: Greatest Hits, Vol. 1', and 'UnTouchables'. Each entry shows the artist name, album title, and a play button icon.

Filter your results

When selecting an alternative view, use the Sort option to filter results down to a single artist. It's a lot quicker than scrolling through your entire iTunes library.

Adjust font size

15 If you're finding it difficult to read the default font on iTunes 12, make it bigger. Open the System Preferences menu, select the General tab before adjusting the List Size option to Large. Confirm the changes and back out of the menu.

Customise toolbar

16 Press on the ... icon at the top-left of your iTunes page to open an array of icons for navigating between sections. If you don't want some of the icons displayed, or want to edit where they're placed on screen, use the Edit option at the bottom.

MiniPlayer shortcut

17 The MiniPlayer can be a bit of an annoyance to open at times, but a quick way of opening it is by using the Command+Shift+M keyboard shortcut to open the player instantly. From there you can resize it to how you want your albums to be displayed while playing.

Add missing sidebar

18 The content sidebar found in previous builds of iTunes has been removed, but to bring it back, press the Playlists tab next to the My Music option. The menu shows your currently selected media library, as well as your playlists.



Add missing album artwork

19 Although it's an easy task to get your library organised, it won't be complete until you have managed to add the rogue album artwork that has gone astray. Whereas before you would need to manually go through your entire backlog of music to try and find the albums that are missing their artwork, there's now a simple solution for every iTunes 12 user to undertake. Through a few clicks of the mouse, intrepid users can create an automatic scan of their iTunes account; meaning that album artwork can be added without the need of tracking each individual one down and adding them to your backlog manually.

"Album artwork is added without the need of tracking each individual one down"



Step-by-step | Bring back missing artwork



1: Open My Music

Begin by opening the My Music section of your iTunes account and then select the Library option from within the File menu at the top of the app.



2: Get artwork

Scroll down this menu and then select the Get Album Artwork screen. The computer will now perform an initial scan for missing artwork within your library.

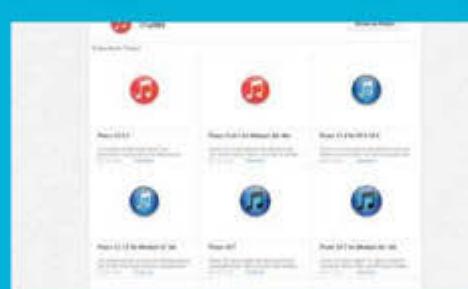


3: Send to Apple

Once confirmed that you want to add the missing artwork, a notice will be sent to Apple notifying it of the missing images that need to be added.

Downgrade to iTunes 11

20 If you've tried all the improvements covered in this feature but are still finding that iTunes 12 simply isn't for you, then you aren't left with many options apart from downgrading the app. This option enables you to revert back to either iTunes 11 or an earlier build and can be completed in just a few steps thanks to Apple's official support pages. Here's how to go back in time in three very straightforward steps.



1: Find old build

Head over to the iTunes official build page on Apple Support and scroll down the list until you find the version you want to install on your Mac and open it.



2: Install

Go ahead and download the necessary files before completing the installation process. Once installed, the older version will do a scan for your purchased files.

Apple essentials

I'm listening

When you activate Dictation, this small window will appear where you are typing to show you that your Mac can hear what you are saying. Three dots will shake if your Mac didn't hear anything when you click Done

Sending data

When you switch on Dictation in System Preferences you'll see this pop-up box to explain that your speech is sent to Apple for analysis so the written text can come back, so click Enable Dictation to confirm

Siri features

Unfortunately, we still don't have full access to Siri's features, such as sending emails and messages quickly with a voice command, on Mac. Some search options, such as movie times and restaurant information, are coming to OS X Yosemite's new Spotlight later this year, so we'll keep our fingers crossed that this can be accessed via speech when it's finally released.

Waiting time

The dictation sends all your audio to Apple for analysis, so you won't see your words appearing onscreen as you say them. After you click done, three dots will appear to show that your words are being worked out, so be patient

More information

If you're concerned about how your speech data is being used, you can click the About Dictation and Privacy section in System Preferences to see more information on how your information is used



Use Siri-style Dictation in any app

Use your voice to write in any app using Yosemite's brilliant built-in dictation tools

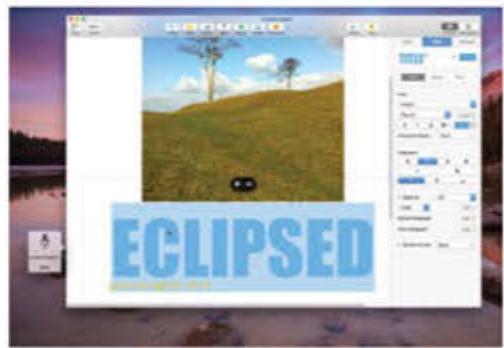


Time needed: 10 minutes



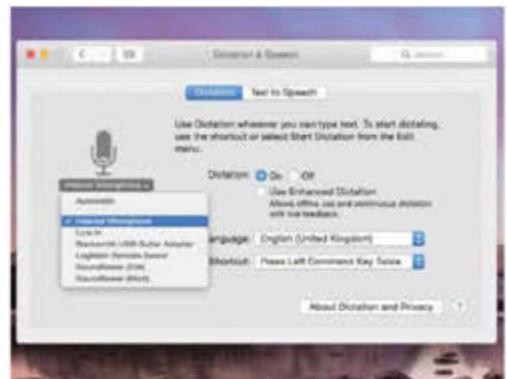
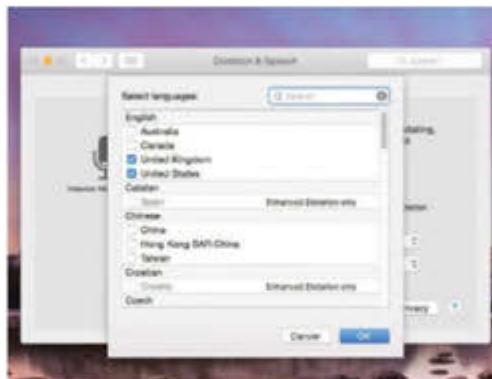
When Apple introduced Siri on iPhone and iPad back in iOS 5, it was expected that the system would soon be making its way over to the Mac. While we're still yet to see the full version of Siri make its way to OS X, you do have the ability to speak to your Mac and have it understand exactly what you mean.

Dictation enables you to tap a key on the keyboard and then speak to your Mac. The Mac will listen to what you say until you click Done, and then transcribe your words onto a page or into another app on your Mac. The system needs an internet connection to work normally, just like Siri, but you can change this with a download. For now, read on to find out how to speak to your Mac and, more importantly, help it understand.



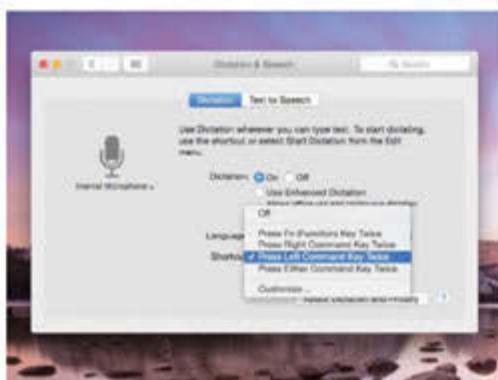


OS X | Use Dictation anywhere in Yosemite



1: Activate Dictation

First, you'll need to activate dictation on your Mac. Open System Preferences and click Dictation & Speech in the menu. In the Dictation tab, click On beside Dictation.



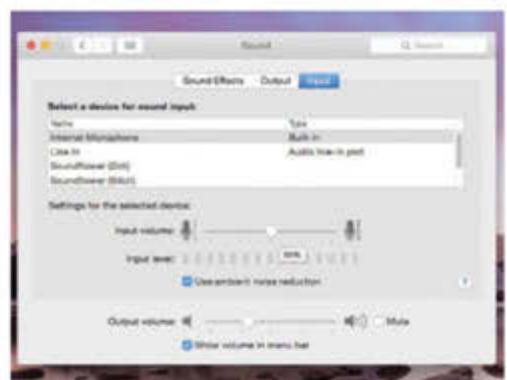
2: Choose your language

Next, use the drop-down menu below this section to choose your language. It will use your system language by default, but you can add more languages here if necessary.



3: Set your input

If you have headphones with a built-in microphone connected, you can use it as the input. To select your input, click below the microphone and pick the one you want.



4: Choose the shortcut

You can also choose a shortcut to activate Dictation quickly. Choose the keyboard combination you want with this drop-down, or choose Customize and enter your own.

5: Enhanced Dictation

If you are using a MacBook, you may want the option to use Dictation when you're not connected to the internet. You can download a file to allow this option by checking this box.

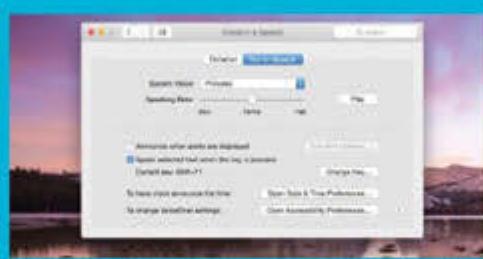
6: Check your levels

You can speak to see your input levels on the microphone on the left. If your Mac can't hear you, open the Sound area of System Preferences, choose Input and adjust the volume.

Text to Speech

Along with the Dictation options, which enable you to transfer your voice to text, you can also use the Mac's built-in Text to Speech options. With these options, you can select an area of text and have your Mac read it out to you in a voice you choose. This function is available from any app, so no matter what you're doing, you can have your Mac read out what you're working on.

"Select an area of text and have your Mac read it out to you"



1 Choose your settings

In the Text to Speech tab of the Dictation & Speech preferences you'll see a number of options. You can choose a different voice and adjust speech speed, or create a keyboard shortcut for activation.

2 Speak to me

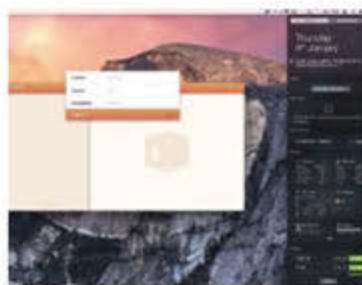
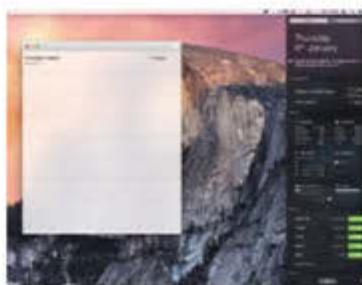
In any application, select an area of text, right-click the text and choose Speech>Start Speaking. Your Mac will start reading the text; to stop it, right-click again and choose Speech>Stop Speaking.

Top 10 Notification Centre widgets

The very best widgets currently available in OS X Yosemite

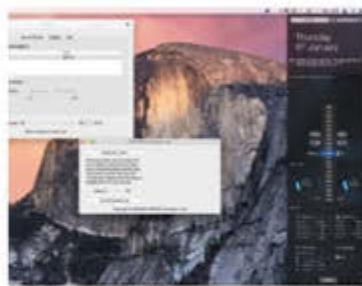
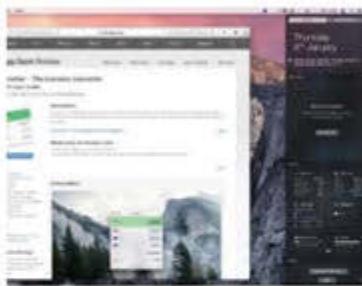


Apple has previously been a bit of a closed book when it comes to giving third-party access to its default OS X operating system. The inception of the Mac App Store, though, has most definitely given third-party developers a pedestal to be recognised and admired. In short, third-party apps help users to maximise the potential of their Macs. Apple is now begrudgingly acknowledging that, and so with the arrival of OS X Yosemite came support for third parties to develop widgets for Notification Centre. They've been an overwhelming success already, from providing you with essential system information all the way to showing you a more extensive to-do list. It won't be long before there's hundreds of alternatives, but in the meantime, here's our rundown of 10 of the best currently available on the Mac App Store.



1: Monity

When you rely on your Mac, it's essential to ensure everything runs in the optimum way. Monity can help with this; it is an advanced system monitoring widget, giving detailed information on processes, CPU and all your connected networks. An essential download.



5: Coinverter – The Currency Converter

Coinverter is a simple yet powerful currency converter that sits proudly in your Notification Centre. This means that there are no more clunky, time-wasting trips to unreliable Safari sites whenever you need to do some conversions.

6: iStat Mini

Taking up much less space than an app like Monity, iStat Mini is a bite-size way of keeping a close eye on disk usage, memory pressure and your network connections. This makes it perfect for Mac users with just a casual interest in how their machine is running.

7: Battery Diag

A laptop is a fine balance between freedom and being slave to the whims of battery life. Battery Diag enables you to keep a close eye on your MacBook's battery, providing detailed statistics on its performance to keep you constantly in the loop.

8: Chromatic Instrument Tuner

A very different widget to the ones examined so far; Chromatic helps you tune any instrument that you have plugged into your Mac, using advanced algorithms to get the perfect frequency. Might be niche, but is certainly very helpful.



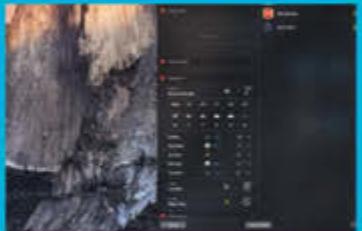
Do Not Disturb
Don't forget you can turn off all notifications by simply flicking the Do Not Disturb sign to On

In action
You'll see the widget hard at work in the Today view, providing at-a-glance information

Add
Hit the green plus sign next to the app's name to add the widget to the Today view in Notification Centre

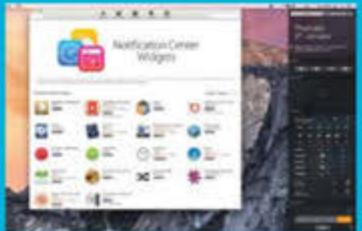
App Store
The App Store link takes you to a page dedicated to the best available Notification Centre widgets – essential reading

Find widgets on App Store



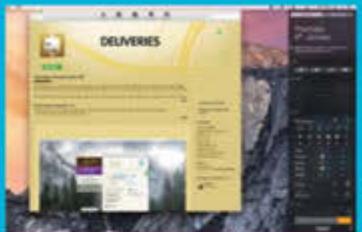
1 At the bottom

With Notification Centre open, head down to the Edit button at the bottom. A new sidebar will promptly appear and, at the bottom, an App Store link. Click on it.



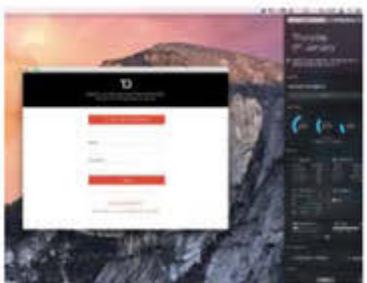
2 Mac App Store

You'll automatically be whisked off to the Mac App Store in a separate window. Here you'll find all those apps that have compatible Notification Centre widgets.



3 Buy app

From here, it's simply a case of hunting down an app that you might find useful. To access one, you buy and download the app as you would with any other app.



9: Todoist

If you can't get enough of organising your various tasks into lists, sign up for a Todoist account and you'll have all your to-do projects waiting for you in Notification Centre for sharing and collaborating. This app is a real productivity booster.



10: Battery Health

Do you have the suspicion that your MacBook's battery is not giving you the sort of performance that it should? If so, install Battery Health quick-smart to uncover any potential problems and get yourself back to an optimal duration between charges.

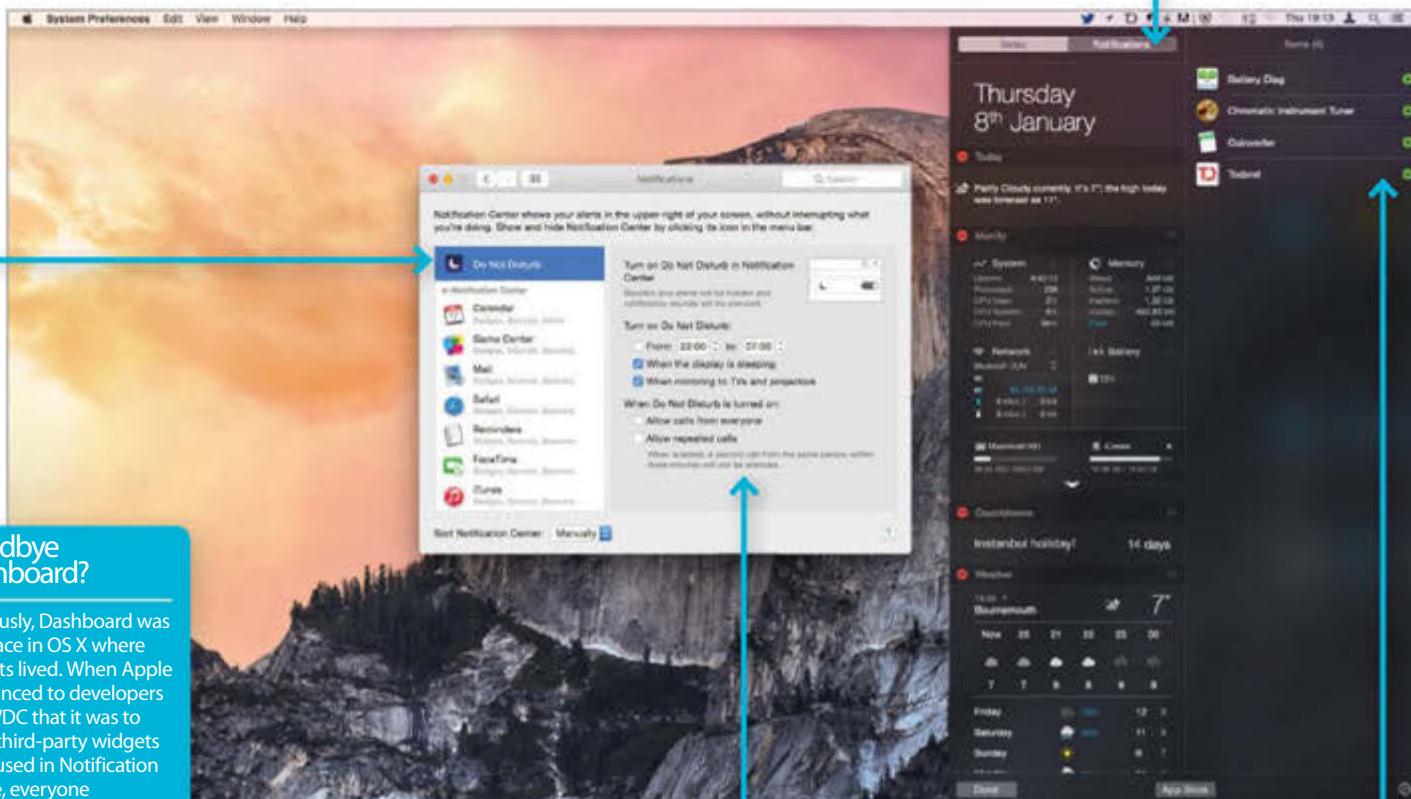
Apple essentials

System Preferences

There's a direct link to System Preferences in Notification Centre, and from there you can tweak individual apps

Notifications

The Notifications panel is still the bread and butter of Notification Centre for any OS X user



Goodbye Dashboard?

Previously, Dashboard was the place in OS X where widgets lived. When Apple announced to developers at WWDC that it was to allow third-party widgets to be used in Notification Centre, everyone presumed that meant the end of the road for good old Dashboard. Well, it still exists, but surely its days are numbered when you consider the thriving widget community that exists already?

Do Not Disturb

You can always get some peace and quiet by turning off all notifications by simply activating Do Not Disturb mode

New widgets

When you download an app that has a widget, it will end up in the Item sidebar over on the right when you hit Edit

Customise Notification Centre

Edit Notification Centre's Today view for a more personal experience



Time needed: 30 minutes



Notification Centre has been around since its introduction in OS X Mountain Lion and serves as a one-stop, at-a-glance way of viewing everything that's going on in your world. Accessible by hitting the three-line icon in the very top-right corner of your Mac's menu bar, Notification Centre provided a useful place to view new iMessages or emails. In truth it was fairly limited, but that all changed in OS X Yosemite with the introduction of the Today view. Now you can see exactly what your day entails, from Calendar entries to your Reminders to a weather forecast. And best of all, it's fully customisable with a host of third-party widgets ready to give your Mac a truly personalised Notification Centre, packed with vital information. Let's take a closer look.





Notification Centre | Customise the Today view



1: Standard view

Here's the standard Notification Centre view, giving you some basic information. Thankfully you can tweak it by adding third-party widgets from the Mac App Store.



2: Mac App Store

Hit the Mac App Store shortcut in Notification Centre and you'll be transported to a page full of apps that have compatible widgets, ready for you to download.



3: Edit tab

The key to customising Notification Centre is the Edit tab at the bottom-left of the Today View. A new sidebar opens, where your third-party widgets live.



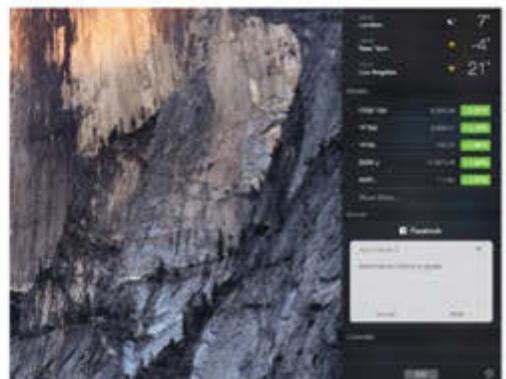
4: Add widget

All you need to do to add a widget is to hit the green plus icon next to its title. Then, click Done in the bottom-left to see the widgets added to the Today view.



5: Tweak widget

Most widgets will need a bit of tweaking to get them up and running as you wish. The World Clock widget, for example, needs you to add places to it.



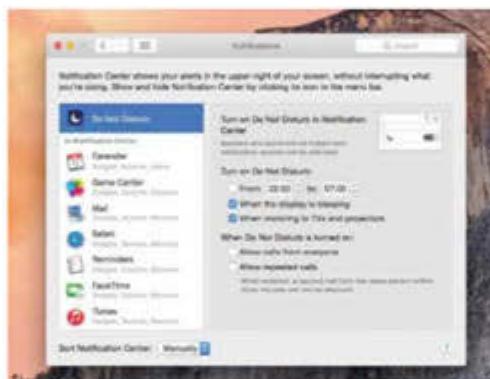
6: Using a widget

Once you've got it set up, though, you'll find it can save you a lot of time. Here we're posting to our Facebook wall without having to leave Notification Centre.



7: Reorder

Notification Centre will automatically add a newly added widget to the top of the Today view, but you can change that by dragging and dropping it around.



8: System Preferences

You can tweak Notification Centre even further by heading to System Preferences. Here we're setting a time when we don't want to be disturbed by a notification.



9: Individual apps

It is also possible to tweak individual apps, choosing how notifications are displayed, the sounds they make and whereabouts they are shown on screen.

Discover Spotlight's new features

OS X Yosemite supercharges Spotlight and puts it centre stage



Time needed: 20 minutes

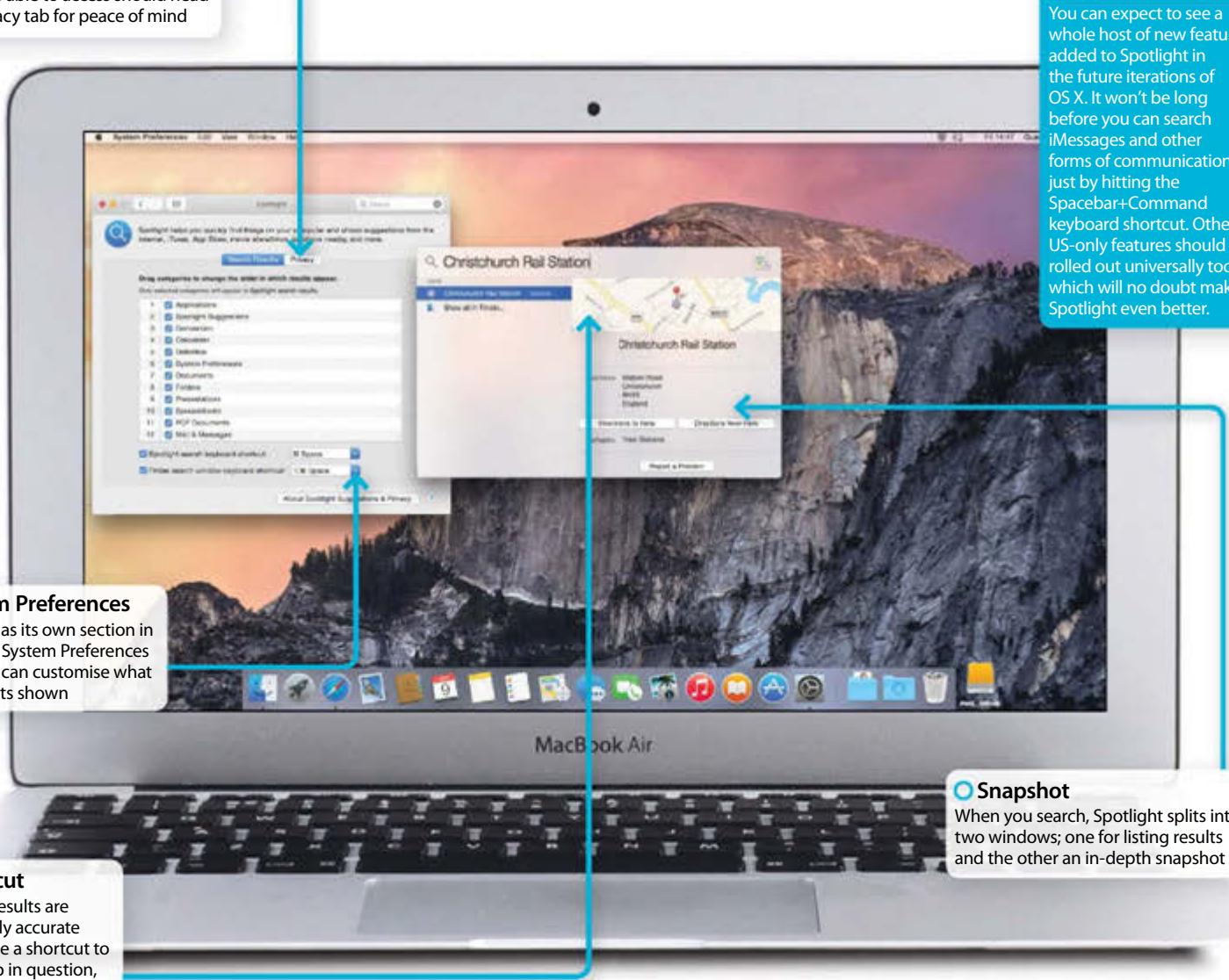


Spotlight was another part of OS X that was given a new lease of life under OS X Yosemite. Previously it was left in the top-right of your menu bar, accessible by the magnifying symbol. It was a good way to search for files on your machine, but it was never pronounced and rarely used by most Mac users. Spotlight is still accessible by clicking the magnifying icon (and the Cmd+Space keyboard shortcut), but it now opens up in the centre of your Mac's screen and packs some brilliant new functionality, which we're about to walk you through, like searching iTunes and displaying Wikipedia entries. Please note that some functions are currently only available to American users, like accessing film times at your local cinema just by searching with a film title.



Privacy

Anyone concerned with what Spotlight is able to access should head to the Privacy tab for peace of mind



A screenshot of a MacBook Air showing the OS X System Preferences window. The 'Privacy' tab is selected in the Spotlight pane. A callout box points to this tab. In the center of the screen, a search result for 'Christchurch Rail Station' is displayed in a separate window, showing a map and directions. A large blue bracket on the right side of the screen groups this search result window and a callout box pointing to the 'More functionality to come' text.

System Preferences
Spotlight has its own section in your Mac's System Preferences where you can customise what it is that gets shown

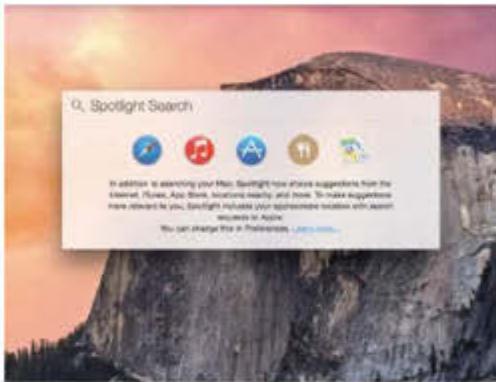
Shortcut
Spotlight results are impressively accurate and provide a shortcut to the full app in question, such as Maps

More functionality to come
You can expect to see a whole host of new features added to Spotlight in the future iterations of OS X. It won't be long before you can search iMessages and other forms of communication just by hitting the Spacebar+Command keyboard shortcut. Other US-only features should be rolled out universally too, which will no doubt make Spotlight even better.

Snapshot
When you search, Spotlight splits into two windows; one for listing results and the other an in-depth snapshot



Spotlight | What's new in Spotlight



1: Centre stage

Spotlight now opens proudly in the middle of your Mac's desktop when you summon it. Previously it lived only in the top-right corner of OS X's menu bar.



2: Open an app

Spotlight makes it easy to open an app. Instead of trawling through your Applications folder, simply type the name of the app into Spotlight, select it and press Enter.



3: Calculator

Spotlight's uses are varied. No need to open Dashboard up to find your Mac's built-in Calculator; just type a sum into the search bar and see the answer appear on the right.



4: Maps

You don't even need to open the Maps app now! Type in a location or landmark into Spotlight and you'll get a map appear on the right with action buttons underneath.



5: Wikipedia

Want to quickly search for something on a search engine? No need to do that now. Type it into Spotlight and see the relevant Wikipedia page displayed on the right.



6: Safari bookmarks

Spotlight can even search through your Safari Bookmarks and History and display the appropriate link for you. All your results are displayed in the left-hand panel.



7: iTunes

You'll also be presented with iTunes results when you type in an artist's name or an album title. Click the result on the right and iTunes will load up in a separate menu.



8: App Store

Similarly, Spotlight will trawl through the App Store, searching for any app you type. You'll get a detailed description of the app and even its App Store rating at the top.



9: System Preferences

If you head to Spotlight's System Preference tab you will be able to select which services the app searches for. Just click and unclick the checkbox next to the search result.

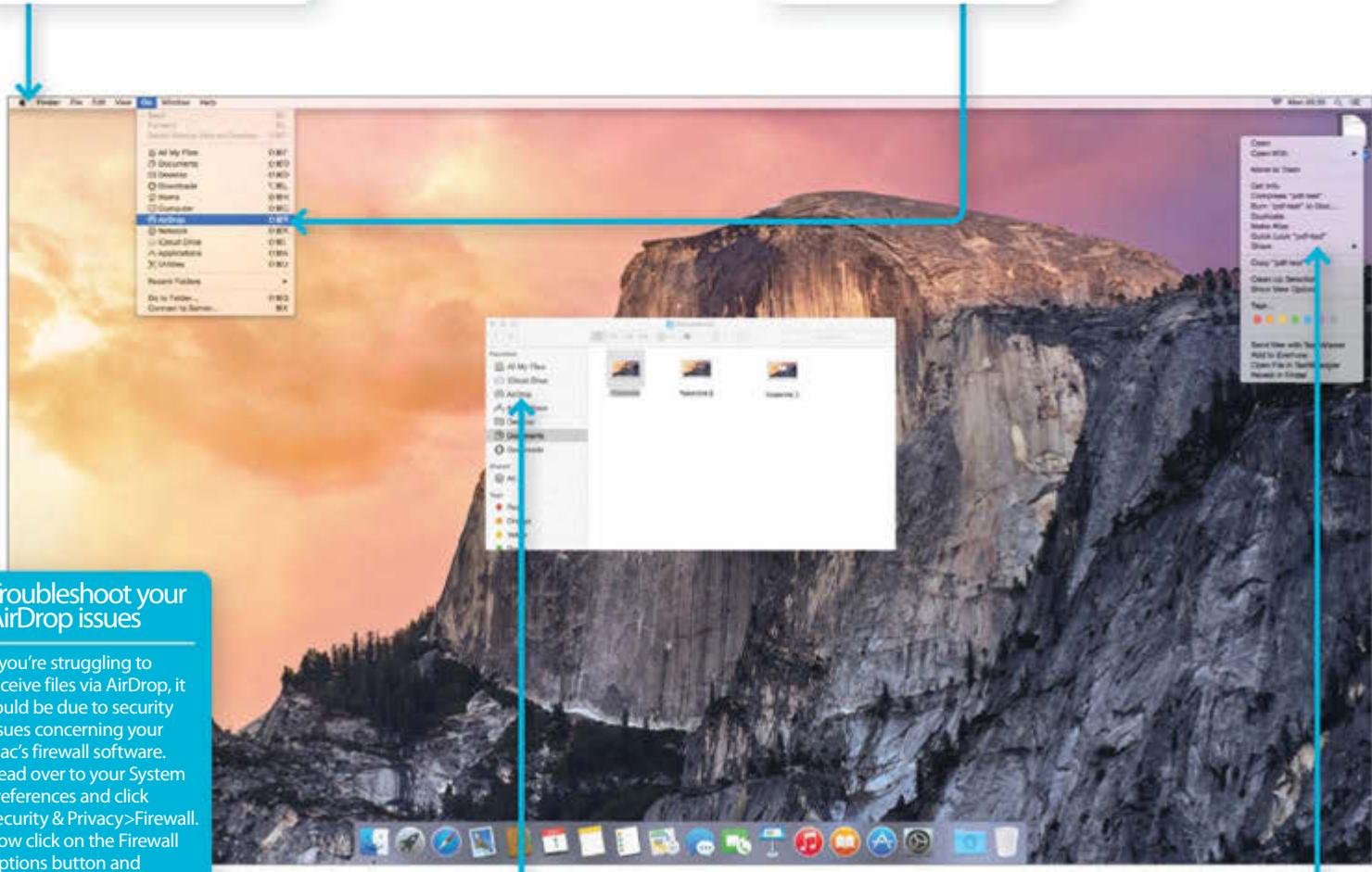
Apple essentials

Finder

Launch Finder and select AirDrop from the left-hand column to view available devices to share with

Shortcut

If you can't find AirDrop in Finder, click the Go menu in your menu bar and choose AirDrop



Troubleshoot your AirDrop issues

If you're struggling to receive files via AirDrop, it could be due to security issues concerning your Mac's firewall software. Head over to your System Preferences and click Security & Privacy->Firewall. Now click on the Firewall Options button and disable the 'Block all incoming connections' option. You can always activate this security measure again once you're done with AirDrop.

AirDrop or iCloud?

AirDrop works best between devices that are less than 30 metres apart – use iCloud for anything greater

Share menu

Right-click on any file on your desktop and choose Share from the pop-out menu to access your AirDrop options

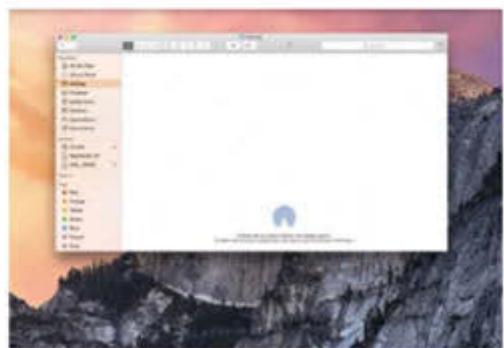
AirDrop files between devices

Learn how to seamlessly share files between Mac and iOS



You'll have seen AirDrop menus on your Apple devices in previous operating systems. You may even have used it to transfer files between Mac and Mac or iPhone and iPhone. Until now, though, it was impossible to transfer between different devices. We're going to walk you through the process of AirDropping between Mac and iPhone and vice versa. To complete the tutorial you'll need a Mac manufactured in 2012 or later and an iOS device running iOS 7 or newer. AirDrop is handy because it creates a connection between your phone and Mac to wirelessly send files such as photos almost instantly. Long gone are the days of unintuitive USB transfers or, even worse, emailing files when the recipient is sat across the room! Let's get sharing.

Time needed: 10 minutes



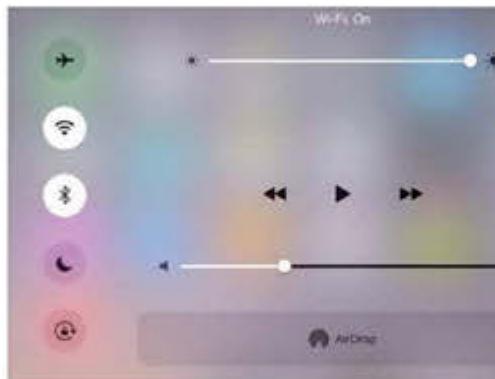


AirDrop | Set up and use AirDrop



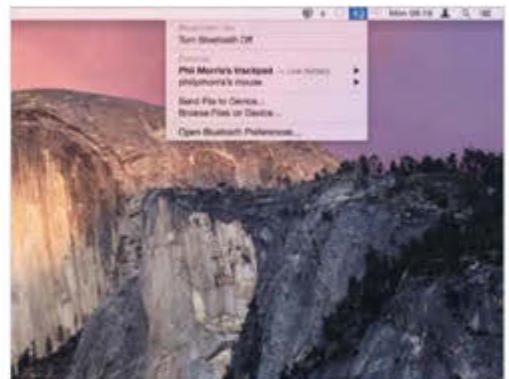
1: Compatibility

This might sound obvious, but you'll need to check your Mac and iOS device is compatible with AirDrop. You'll need a 2012 Mac at the very least and iOS 7 or above.



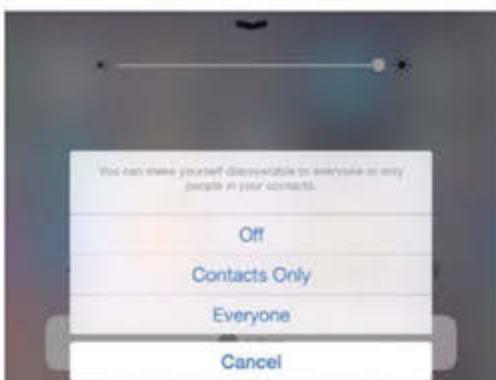
2: Wi-Fi on

For AirDrop to work you'll need to make sure a couple of your devices' key settings are activated. The first is to ensure Wi-Fi is turned on and both devices are on the same network.



3: And Bluetooth

Bluetooth will also need to be activated on both devices. On your Mac you can check by heading to the menu bar and hunting down the Bluetooth icon. Use Control Centre in iOS.



4: Turn on AirDrop

On your iOS device you'll need to activate AirDrop. The easiest way to do this is from the AirDrop menu in your Control Centre. Select who you want to AirDrop with.



5: Finder window

To get AirDrop working on your Mac, simply open a new Finder window and click on the AirDrop menu. Adjust your visibility and you'll see other devices ready to connect with.



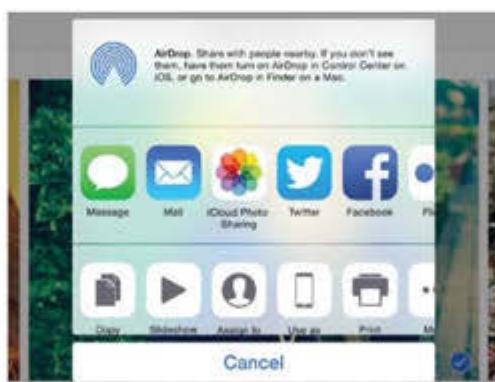
6: Get sharing

Now it's time to share a file with one of those devices in the AirDrop window. As you'd expect, Apple makes it brilliantly simple to share files – just drag and drop onto the device.



7: Accept

Your file is instantly sent over AirDrop to the recipient. All the recipient needs to do is press Accept when the notification appears on the screen. It'll save straight to their device.



8: And in reverse

Of course you can also send a file from your iOS device to your Mac. Select the file and hit the usual Share menu. At the top you'll see an AirDrop menu. Tap that to send the file.

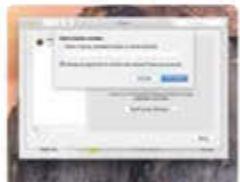


9: Save

That file will be sent to your Mac. In the AirDrop Finder window you'll find a pop-up action menu where you can Save and Open the file or decline it if you don't trust the source.

Share purchases with Family Sharing

Get started with one of OS X Yosemite's best new features



Time needed: 15 minutes

 Previously, family members either needed individual iTunes accounts, each with credit cards attached, to buy and download apps, or they would all have to share a single account and potentially rack up huge bills when the kids decided to plump for in-app purchases. Thankfully, with OS X Yosemite, Apple has done something about it in the shape of Family Sharing. In this tutorial we're going to show you how to set up the feature, and get you up and running by adding family members. It won't be long before you've got yourself a 'family' of Apple IDs, where you can download apps, music and movies from any one of the linked accounts. It serves a gatekeeper for parents too, notifying you when they try to buy apps or select in-app purchases.



Family security

For those worried by the security implications of setting your children up with iCloud accounts, you'll be pleased to know that you can switch on the Ask To Buy option and be prompted to confirm every purchase your children make and limit the content they can access – ensuring they never break the bank with your payment details.

Hierarchy

As the organizer, you can choose to set up members as a Parent/Guardian, who can approve Ask To Buy requests

Multiple IDs

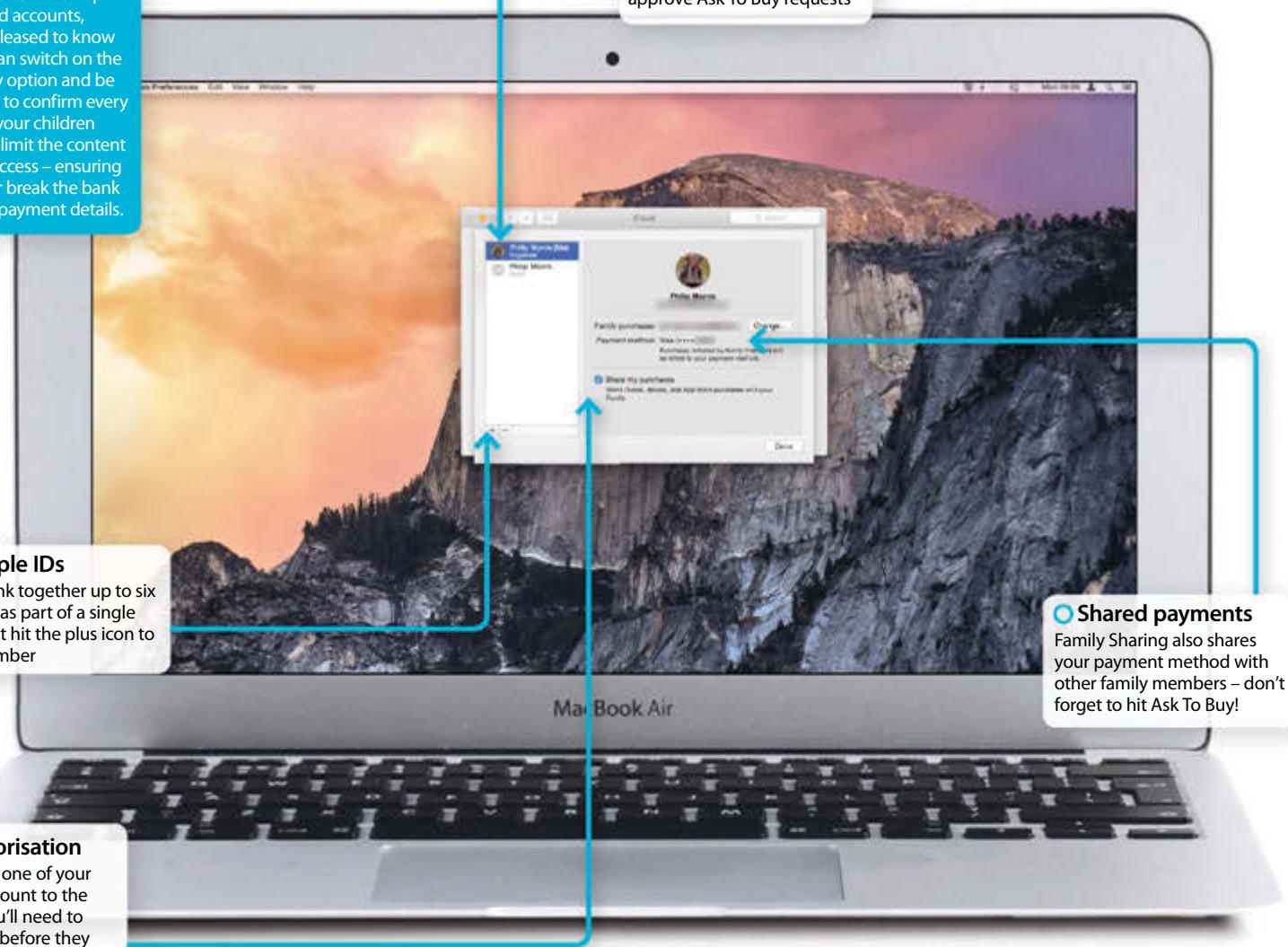
You can link together up to six Apple IDs as part of a single family. Just hit the plus icon to add a member

Shared payments

Family Sharing also shares your payment method with other family members – don't forget to hit Ask To Buy!

Authorisation

If you link one of your child's account to the family, you'll need to authorise before they download paid content





Family Sharing | Set up and use Family Sharing



1: iCloud preferences

In order to get started with Family Sharing, you'll need to head to your System Preferences. Head down to iCloud and click on it. Now click on Set Up Family on the left.



2: In detail

This is the screen that appears, describing in detail exactly what Family Sharing entails. Have a read and if you like the sound of it, hit Continue to move on to the next step.



3: Organizer

Now you have to decide whether you want to be the organizer for the family you're setting up. If you accept you'll be the one sending out invites to other family members.



4: Apple ID

Now it's time to enter your Apple ID credentials (ID and password). This is the Apple ID that you want to use to share purchases from, so choose the right one!



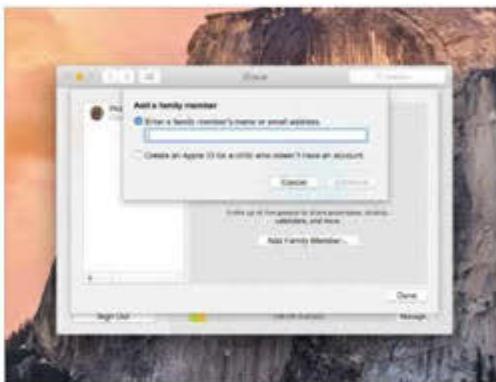
5: Billing details

Because you entered your Apple ID and password in the previous step, you'll see the billing details attached to that account now. Check it's all correct and hit Continue.



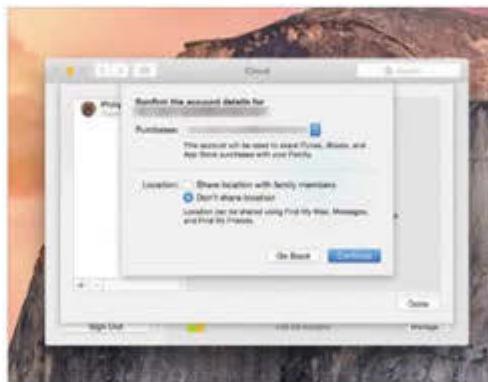
6: Share location

One of Family Sharing's better features is being able to search the location of members. It works with the Find My Mac service and Find My iPhone for iOS devices.



7: Add members

Now it's time to start adding members. Hit the plus sign in the bottom-left corner and enter the family member's name or email address. You can even create an ID for a child here, too.



8: Confirm details

Check the details are correct and decide which account will be used to share purchases with. You can also decide if you want to share their location, too.



9: Up and running

Press Continue and your invitations will be sent out automatically. Recipients will get an email that explains everything. Simply click on that plus icon to add more members.

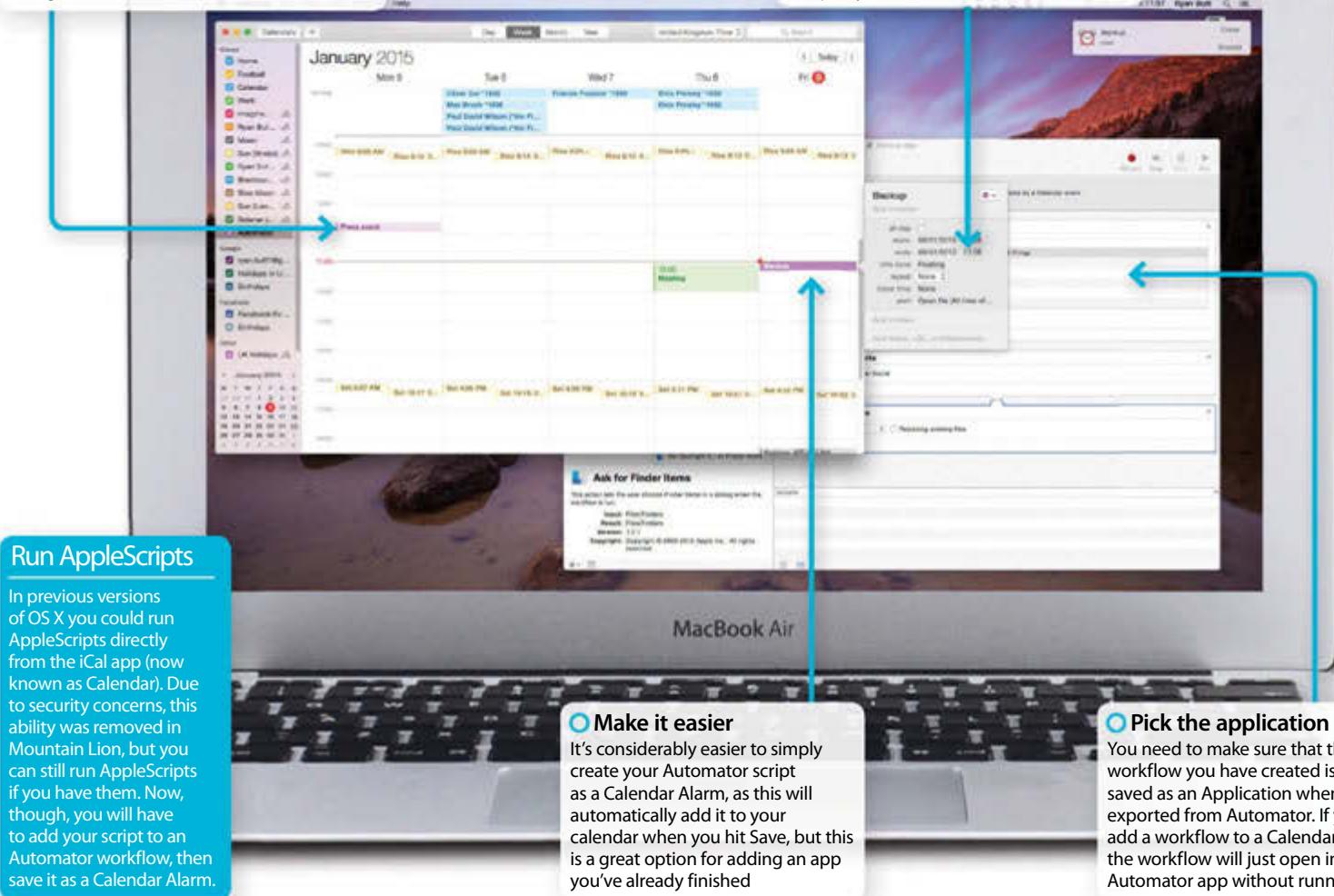
Apple essentials

Any Event

You can add an Automator workflow to any Event you want. So, if you don't want to clutter up your calendars, you can add it to an existing event so that it will just activate in the background when the time rolls around

Alert, not attachment

It might seem natural to add the Automator application to your event as an attachment, but this won't actually open and run the application. Instead, select Alert>Custom and pick your file from Finder



Run AppleScripts

In previous versions of OS X you could run AppleScripts directly from the iCal app (now known as Calendar). Due to security concerns, this ability was removed in Mountain Lion, but you can still run AppleScripts if you have them. Now, though, you will have to add your script to an Automator workflow, then save it as a Calendar Alarm.

Make it easier

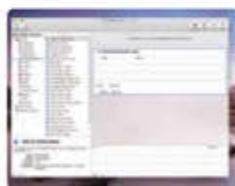
It's considerably easier to simply create your Automator script as a Calendar Alarm, as this will automatically add it to your calendar when you hit Save, but this is a great option for adding an app you've already finished

Pick the application

You need to make sure that the workflow you have created is saved as an Application when exported from Automator. If you add a workflow to a Calendar event, the workflow will just open in the Automator app without running

Schedule Automator tasks with Calendar

Set up tasks that will run automatically by combining Automator and Calendar

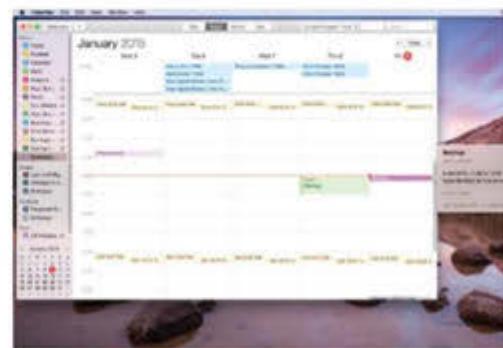


Time needed: 15 minutes



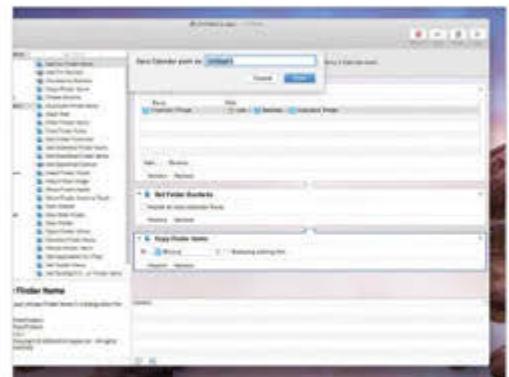
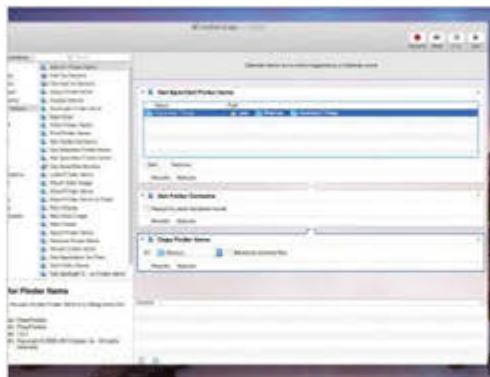
Automator might seem like a complex and inaccessible app for most people, but spend a little time with it and you'll see that it can actually make your Mac life easier, faster and more straightforward than ever before. It doesn't take long to create workflows that can carry out tasks you are used to completing manually on a daily basis.

This becomes even more useful if you set the tasks to run automatically, without any input from you. In Automator, you can create workflows that will run when triggered by a Calendar event, so you can schedule tasks to run at specific times, and make them repeat as regularly as you like. This has hundreds of potential uses, so let's see some of the best we've found.





Automator | Schedule tasks with Automator and Calendar



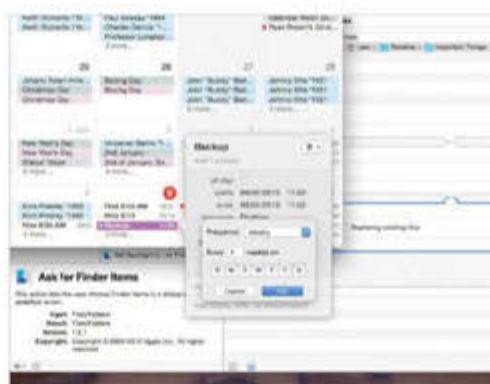
1: Calendar Alarm

First, open up Automator and choose Calendar Alarm from the options. You could choose Application, but Calendar Alarm will automatically add your workflow as an Event.



2: Create your workflow

Drag and drop the steps you need from the bar on the left into your workflow. There are a couple of examples on the opposite page, and you can find other workflows online.

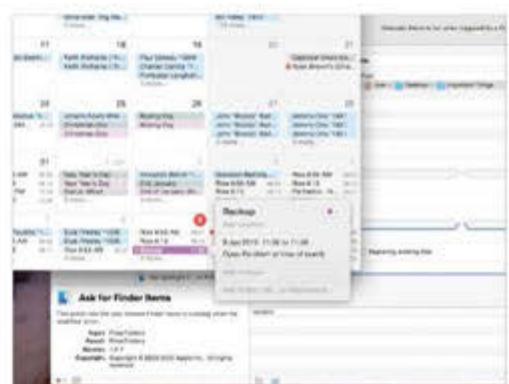


4: Set your time

The Calendar app should open up as soon as you click Save, with a new Automator option in the sidebar. Double-click the event to open it up so you can set a preferred time.

3: Save it

You need to hit Cmd+S to save your workflow once you're finished with it. Give it a relevant name – this will be the name of the Calendar event that is automatically created.



5: Repeat

Click further down and you can choose when to repeat the workflow. Select Custom and you'll get options for the days of the week or month, depending on the drop-down you select.

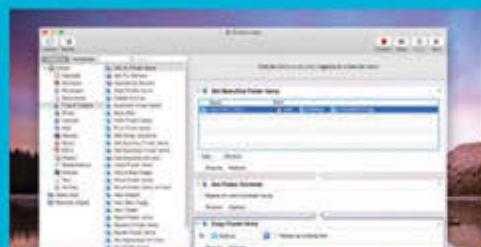
6: Test it out

To test out your workflow, set the event to trigger in one or two minutes' time, then check after a few minutes to see if it's completed. Calendar doesn't have to be open, remember.

Best tasks to schedule

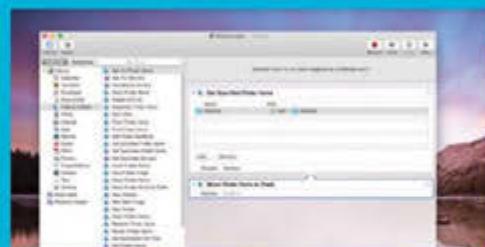
Not every task is worth scheduling for regular repetition. For instance, you might want to back up certain files weekly, resize photos every day or empty your trash at least once every month. There are hundreds of options when it comes to setting up Automator scripts on your Mac. Here we demonstrate two tasks that we think you'll find very useful in your daily life: backing up files and clearing your desktop.

"There are hundreds of options for setting up Automator scripts"



1 File backups

Add these actions: Get Specified Finder Items, Get Folder Contents and Copy Finder Items. Then select the files you want to back up and where you want to back them up to and your files will be safe.



2 Clear your desktop

Combine Get Specified Finder Items and Move Finder Items to Trash to clear your desktop at the end of every day. Alternatively, run a script to save files to a 'to sort' folder for a few days first.

Use Calendar's smart suggestions

Add events to your calendar easily with smart suggestions

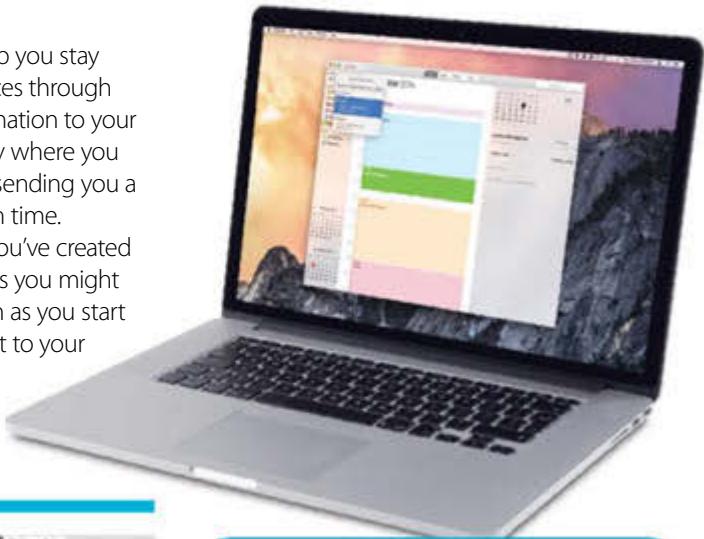


Time needed: 5 minutes



Calendar is really smart. Obviously, the app can help you stay organised with events that sync across all your devices through iCloud. In Yosemite, you can also add location information to your events, so each one will contain a map showing you exactly where you need to go, and even offer an estimate of your travel time, sending you a notification when you need to leave if you want to arrive on time.

But that's not all – Calendar also remembers the events you've created in the past and uses that information to suggest new events you might want to create. These smart suggestions will appear as soon as you start typing out a new event name, so you can click one to add it to your calendar again, then edit it. Let's find out how.

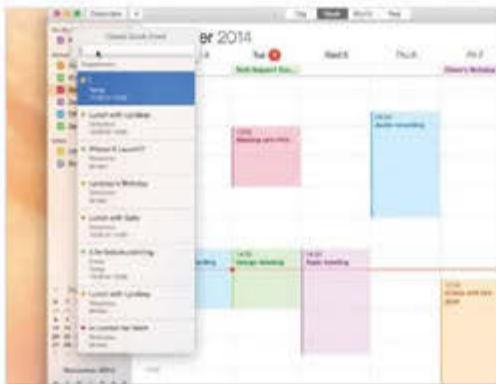


Calendar | Use smart suggestions for events



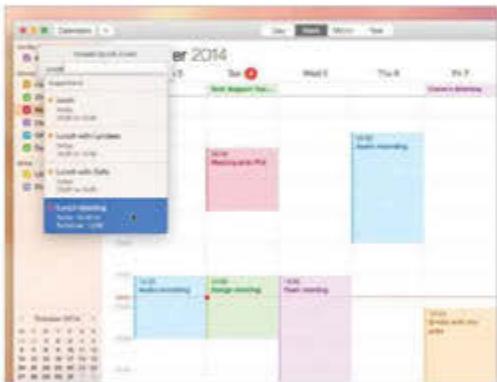
1: Quick event

To create a quick event, you don't have to double-click on any day in the calendar – instead, simply click on the + button in the top-left of Calendar's toolbar.



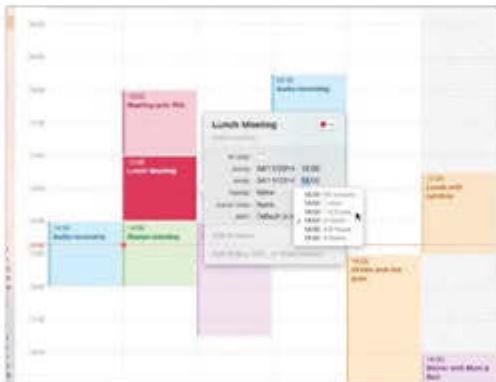
2: Start typing

Start typing the name of the event that you want to add. As soon as you type the first letter, Calendar will start suggesting options based on previous calendar events.



3: Pick a suggestion

Either use the up and down arrows on the keyboard or your mouse to hover over the event that you want to add, then hit Enter, or click, to add it to your calendar on the stated day.

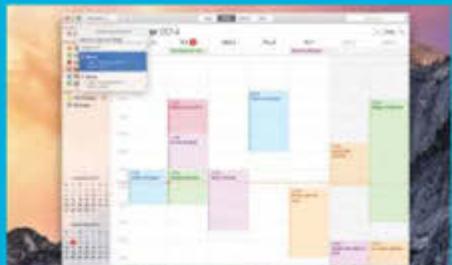


4: Edit the options

The event will be added for the next available opportunity – double-click it to edit the time, location and any other details that are different compared to the previous event.

Creating quick events

Type a short phrase in normal English and Calendar will work out what you mean and create an event accordingly.



1 Type it out

Click the + button in Calendar's toolbar and start typing out a phrase like 'Meeting with Mike at 4pm on Thursday'. The app will start analysing what you type for context.



2 Mission accomplished

You can see suggestions for your event listed below. Just click the option that is correct and the event will be added to your calendar instantly – it's as simple as that!



Navigate Maps with the trackpad

Use touch controls to navigate the Maps app on your Mac

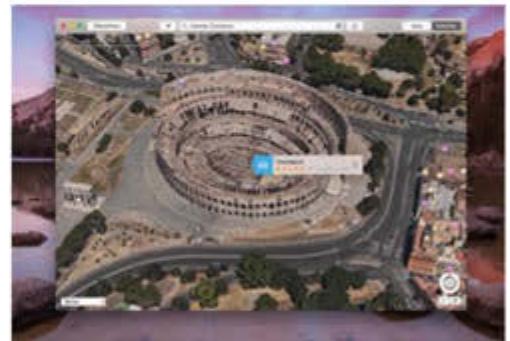


Time needed: 15 minutes

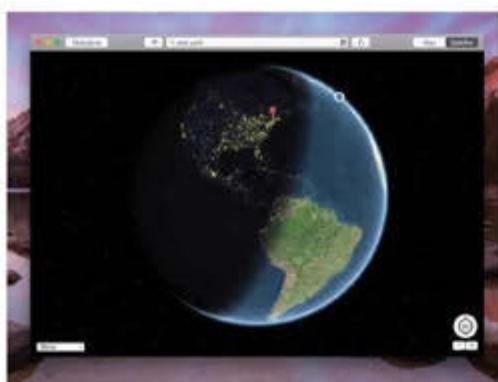


When it comes to getting directions and looking up locations on your Mac, the Maps app has everything you need. Along with the simple interface and beautiful vector maps, you also have the option to sync directions between devices, so you can look up a location on your map, then send directions straight to your iPad or iPhone, so they're ready when you walk out the door.

What makes the Maps app really great is how adaptable it is. You can, of course, use the mouse to click and drag the map around, and use the onscreen buttons to control how it behaves. But to get more from the app, leave your hand on the trackpad and use these multi-touch gestures to take control of Maps.



Maps | Control Maps with gestures



1: Zoom and pan

Much like with other apps in OS X, you can zoom in on any area of the map by simply pinching apart with two fingers. Drag two fingers across the trackpad together to pan.



2: Go 3D

When you're close to a city or other landmark, hold the Alt key on your keyboard and swipe up with two fingers to lower the camera angle and view the landscape in 3D.



3: Spinning around

At any time, you can rotate the map by simply twisting clockwise or anti-clockwise with two fingers on the trackpad – it works really well when viewing cities in the 3D Flyover mode.



4: Cursor control

When you rotate the camera, it will rotate around the point where your cursor is on the map. If you're viewing a city in 3D, the building on which you place your cursor is important.

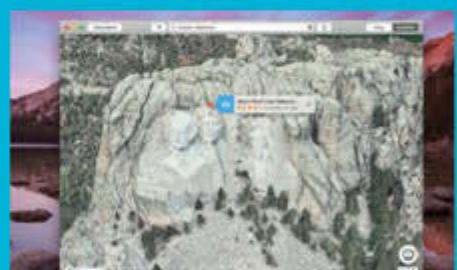
Magic Mouse

If you're not using a MacBook with a built-in trackpad, and you haven't opted for a Magic Trackpad, you can still use gesture controls, as we show you below...



1 Hit Play

Once you've completed the pairing process, your iOS device will display a massive green Play icon in the middle of the screen. Hit that to gain control of your presentation.



2 Options

Your iOS screen is now littered with features. Of course, touch gestures are enabled and you can even make notes on your remote and see them appear on the big screen in real time.

Add a voiceover in iBooks Author

Enhance your iBook with an audio commentary



Time needed: 30 minutes



The best thing about an iBook compared to more generic ebook formats is the level of interaction it can support. You can insert images, videos and even quizzes. You can also insert audio, so why not give your iBook a voiceover? It'll be like a director's commentary on a movie.

The following steps will show you how simple it is to insert a voiceover into your iBook, but it requires you to have already recorded an audio file. iBooks Author itself doesn't have any audio recording or editing tools.

Also be aware, iBooks already have built-in audio descriptions of all body text for partially sighted readers, so your voiceover shouldn't just be a simple rehash of your iBook. It should add something more, such as commentary on the subject or perhaps a related interview.



Widget

Though we are only using the Media Widget to import audio, there are a range of widgets to add interactivity to your iBook. For instance, rather than just featuring still images, the Gallery widget features multiple images that the reader can swipe through. Other widgets include video, built-in Keynote presentations and multiple-choice quizzes.

Add audio to Keynote

Instead of providing a voiceover for the entire book or even a chapter, you can also add one to an iBook keynote widget. iBooks Author treats the files in the Keynote presentation as if you were dragging the audio files directly to your book.

Preview your iBook

Using the Preview tool, you can view your iBook on your iPad while it is still a work in progress. This enables you to assess whether you're happy with the structure of the iBook and your voiceover in context.

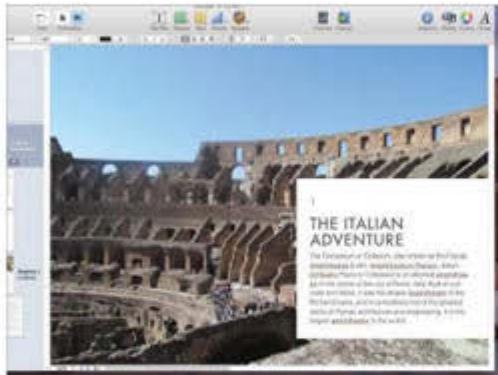
Publish to iBooks

Once you're happy with your iBook and want to publish it, iBooks Author will guide you step by step to selling your work on iBooks and even iTunes U. You can also use this tool to update already-published iBooks.

Listen to the voice-over

While you can't edit your voice-over from within iBooks Author, you can listen back to it after it's been optimised for iPad on your Mac without going to Preview. Just tap the Play button from within the Widget Inspector's Interaction panel.

iBooks Author | Add an audio file to an iBook



1: Open your iBook

Go the page you want your voiceover to be accessible from; for instance, we choose the opening page of a chapter that was most relevant to the audio's subject matter.



2: Select Media widget

Tap on the button that looks like a cardboard box full of toys marked Widgets. From the menu of options, select Media, which is a multipurpose widget for audio and video.



3: Place your widget

Don't worry if your Media widget says Movie on it. It does this as default and you can fix it later. Place your widget so that it fits in with the body text and other furniture.



4: Inspector widget

Tap on the lowercase 'i' symbol to open the Inspector dialogue box. From here, select the Widget Inspector, which is on the far right and has a cog-shaped logo.



5: Adjust layout

Select the Layout pane in the Widget Inspector and select the Audio label. You can also further customise your widget, such as remove the title and caption or adjust the margins.



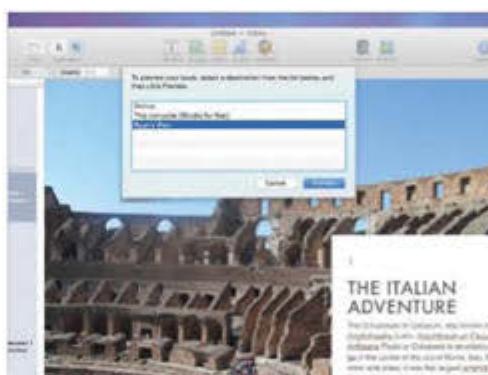
6: Insert voice-over

Having already recorded your voiceover, drag the audio file from Finder to the widget. iBooks Author will automatically optimise your voiceover to meet the iPad's audio requirements.



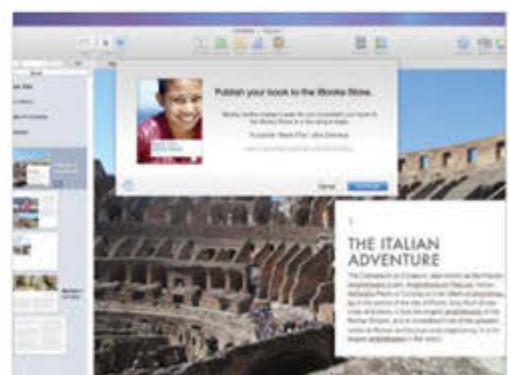
7: Adjust audio settings

Choose an option from the Repeat pop-up menu to select whether or not your voiceover should repeat. You can also choose whether your widget should appear as a button, image or scrubber bar.



8: Preview voice-over

Test how the voiceover will sound to your readers by previewing your iBook on your iPad. Connect your iPad to your Mac, then select Preview from the toolbar or go to File>Preview.



9: Edit and publish

If you're not happy with the preview, review the widget placement. Alternatively, delete the widget and repeat the steps. When you're happy, click Publish to upload your iBook to the iBook Store.

Set up and explore iCloud Drive

Access your files instantly – anywhere and at any time with one of Yosemite's coolest features

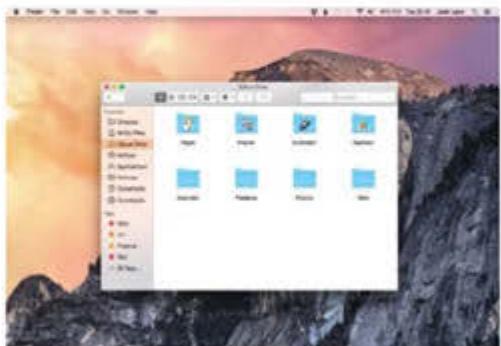


Time needed: 20 minutes



Hooray iDisk fans! Apple has reintroduced everyone's favourite virtual disk drive with a new name – iCloud Drive – and a whole host of new features to boot. Not only does iCloud Drive enable you to store any type of file up to 15GB in size, it syncs your documents created in your favourite Apple apps such as Pages and Keynote so they're ready for editing on all of your other Apple devices – just like the Documents in the Cloud functionality.

In this tutorial we're going to walk you through the process of getting iCloud Drive set up and ready to use (don't worry, it's really easy). All you need to do is upgrade your Mac's OS to OS X Yosemite, which is available from the Mac App Store, totally free of charge.



View document in iCloud
To confirm that your document is being saved in iCloud, select the File menu and hold down the Cmd key. Click on the Save As option – the save location should be listed as iCloud Drive

Create new document
To create the document, click the New Document button in the bottom-left corner of the interface. Choose a template for your new document and begin working on it in the app as normal

Launch Pages, Numbers or Keynote
Launch the Pages, Numbers or Keynote app from your Applications folder in Finder. If you don't have them installed on your Mac already, you can purchase or re-download them from the Mac App Store

Set save location
Select iCloud Drive from the left-hand column; alternatively, choose it from the Location drop-down menu in the top centre of the interface. This will be the save location for your new document

iCloud Drive system requirements

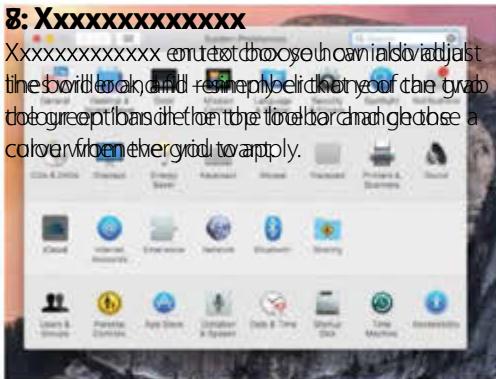
iCloud Drive is only available on Macs running OS X Yosemite and iOS devices running iOS 8. If your Mac is running Yosemite but your devices are running iOS 7 or earlier, your documents will not sync to all devices. OS X Yosemite is available for free from the Mac App Store, while iOS 8 is free to download on your iOS device.



iCloud Drive | Set up and use iCloud Drive

8: XXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXX content choose to manually adjust the border thickness and reapply click on the gear to keep it in place then the toolbar change a color or font then you will have to apply.



1: Launch iCloud Preferences

Launch System Preferences by clicking on the Apple logo in the top-left and selecting System Preferences from the drop-down menu. Next, click the iCloud icon.



2: Sign in to iCloud

If you're not signed in to iCloud, enter your credentials to sign in. If you are already signed in, ensure there is a tick in the box next to the iCloud Drive option.



3: Activate iCloud Drive

Once you've signed in, place a tick inside the iCloud Drive box. This will activate the iCloud Drive service for your iCloud account and move any existing iCloud documents to the service.



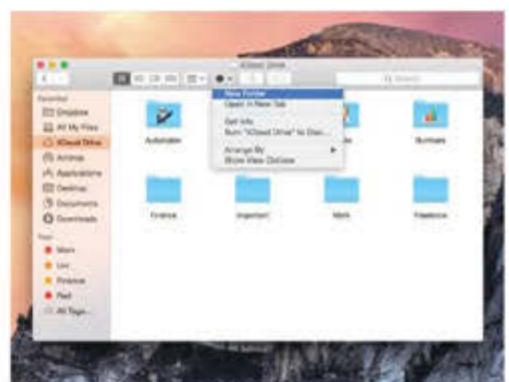
4: Documents in the Cloud

Click the Options button. Ensure that the apps you were using previously with Documents in the Cloud are ticked. This will seamlessly move all of your documents over to iCloud Drive.



5: Access iCloud Drive

Access iCloud Drive by launching Finder and selecting iCloud Drive. You can create new folders or drag existing documents from your Mac's hard drive to iCloud for instant access.



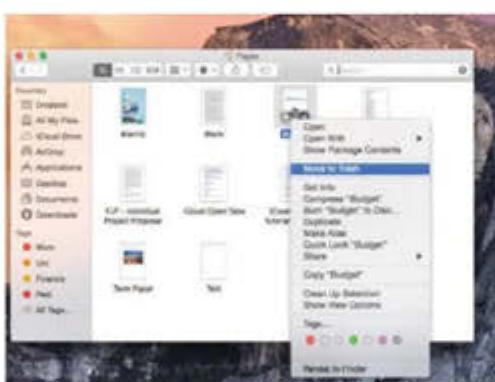
6: Create new folders

To create a new folder, right-click inside iCloud Drive and select New Folder from the drop-down menu. Or, you can click on the cog icon and choose New Folder from the drop-down.



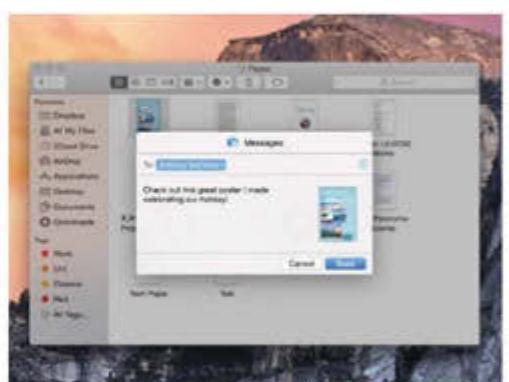
7: Add items to iCloud

To add items, drag and drop existing files from your Mac into the folder and they will automatically sync to iCloud Drive – there are no restrictions on the file types you can add.



8: Delete unwanted files

You can delete files from any folder in iCloud Drive – including those managed by Apple apps such as Pages. To do this, trash the file in the same way that you would on your Mac.



9: Share iCloud Drive files

You can easily share iCloud files and folders with others by clicking the item and selecting the Share icon. Choose your method of sharing, enter the recipient's details and away it goes!

Apple essentials

Every device

Every connected device will appear in the sidebar on the left of the interface, including any devices that are shared over your network. Choose the device you want

Rotate

Image Capture actually lets you instantly edit a photo within the UI. Click the Rotate button in the bottom bar and the shot you have selected will immediately spin around. It's perfect if the alignment is wrong

Choosing an app

Use the drop-down menu at the bottom of the sidebar to choose which application opens automatically when you connect your device. If you're like us and get instantly annoyed with iPhoto or another app popping up every time you connect your iPhone or iPad, select No Application from the top of the list so you can connect your iPhone in peace.

Delete after

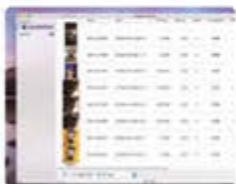
Open the extra options menu at the bottom of the sidebar with the upward arrow to see a checkbox. If you want to delete the images from your connected device after you've imported them, check the box

Fast deleting

You can quickly delete photos from your connected iPhone, iPad or SD card. Simply select all the photos you no longer want by holding the Cmd key while you click them, then click the Delete button and confirm you no longer need them

Import media with Image Capture

Quickly add photos and videos to your Mac from your iPhone, iPad or camera



Time needed: 10 minutes



The iPhone is perfect for taking hundreds of photos, and when it just isn't enough you probably have a dedicated camera that **holds your higher quality snaps**. But what do you do once you've taken them? You might want to add them to iPhoto or Aperture, but if you simply want to back them up to your Mac or add them to Finder rather than a dedicated photo app, the import process can be a little ponderous.

Image Capture fixes that problem completely; the app focuses on getting your photos and videos onto your Mac with the minimum fuss, and makes the whole process quick and easy. All your Apple and other brand devices will work with the app, so you'll never need to deal with third-party software again.

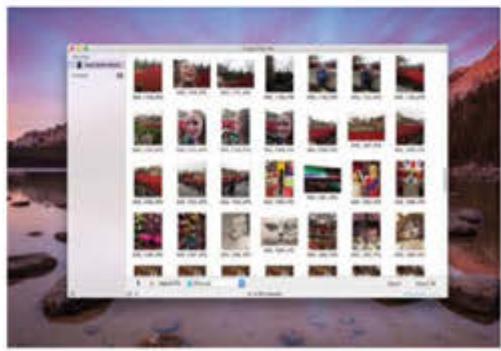


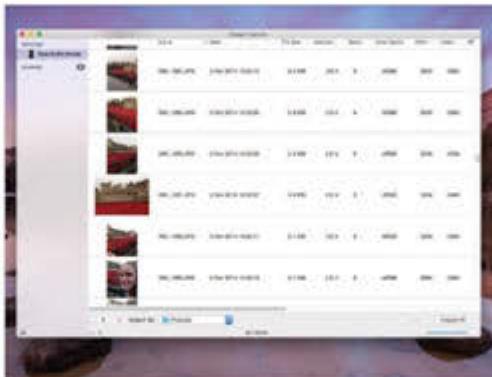


Image Capture | Import photos and videos fast



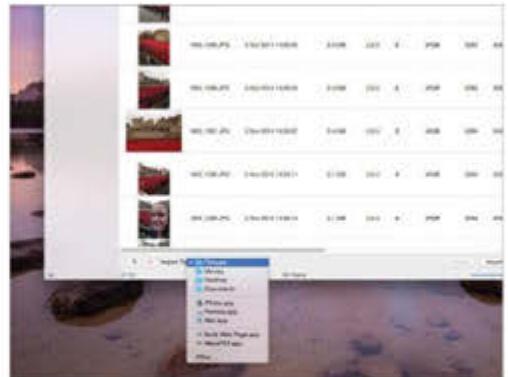
1: Find the app

Unlike some lesser-known built-in Mac apps, Image Capture isn't hidden in the Utilities folder – instead, you'll find it in the Applications folder, or by searching with Spotlight.



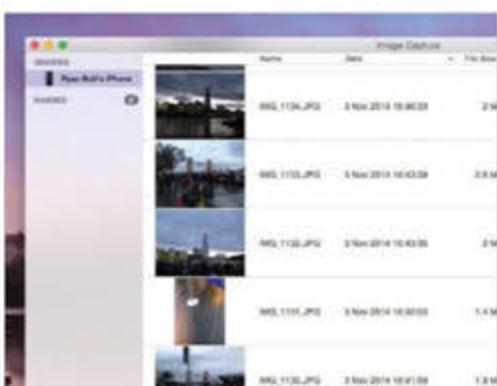
2: Connect it up

Plug in your iPhone, iPad or camera with the included USB cable, or insert an SD card if your Mac has the appropriate slot, and the device will appear in the bar on the left.



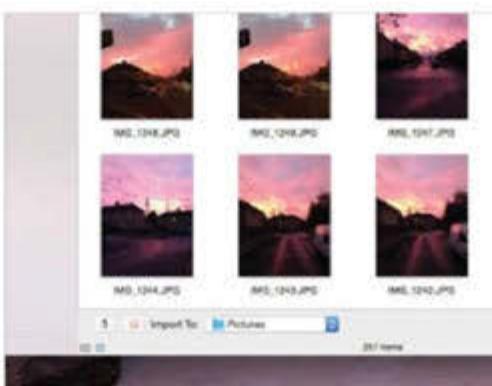
3: View your shots

You can view your shots in the main part of the window. They will appear either as small previews on the left with all their information next to them, or in a grid layout.



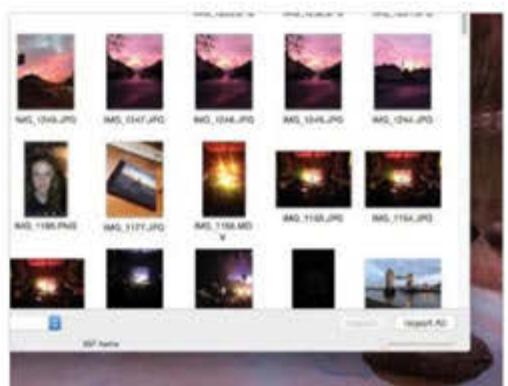
4: Change the order

In the list view, click the column titles to adjust how the images are listed. Click the date tab so that the arrow points down to show your most recent shots at the top.



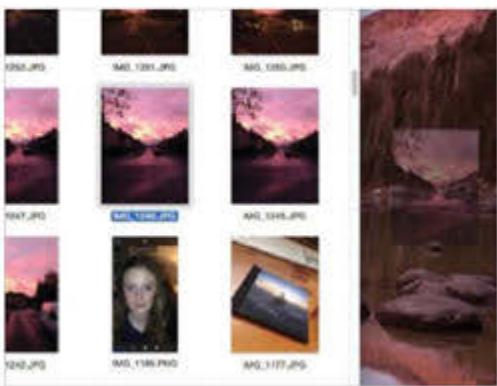
5: A new view

Click the small icon with four squares in the bottom bar to change the view. You will now see your shots as a grid so you can focus on your images and ignore the information.



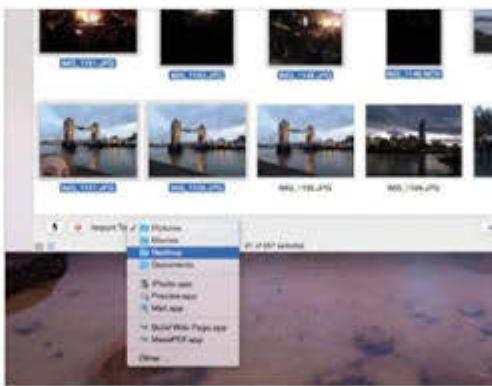
6: One size fits all

Use the slider in the bottom-right to adjust the size of the thumbnails in the interface. The maximum size in grid view is larger than in list view, so pick your view carefully.



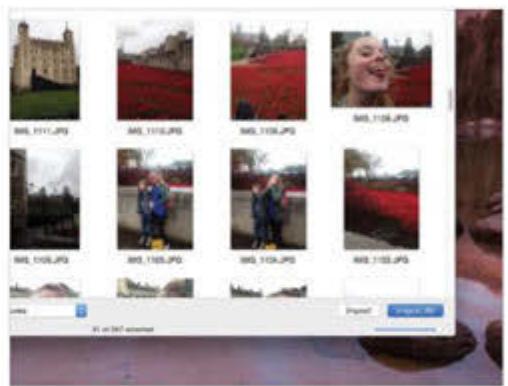
7: Drag and drop

To save individual shots, you can simply drag and drop them from the window. This is perfect if you want to save a shot to a folder that isn't the one listed in the bottom menu.



8: Select and import

Alternatively, you can select several images at once by holding the Cmd key as you click the ones you want, choosing a folder using the bottom drop-down menu, then clicking Import.



9: Import all

If you just want to add every photo on your device in one fell swoop, you can do it by clicking the Import All button in the bottom-right of the Image Capture interface.

Manage your Safari Bookmarks

Are your bookmarks a long, sprawling mess? You need to get organised...



Time needed: 20 minutes

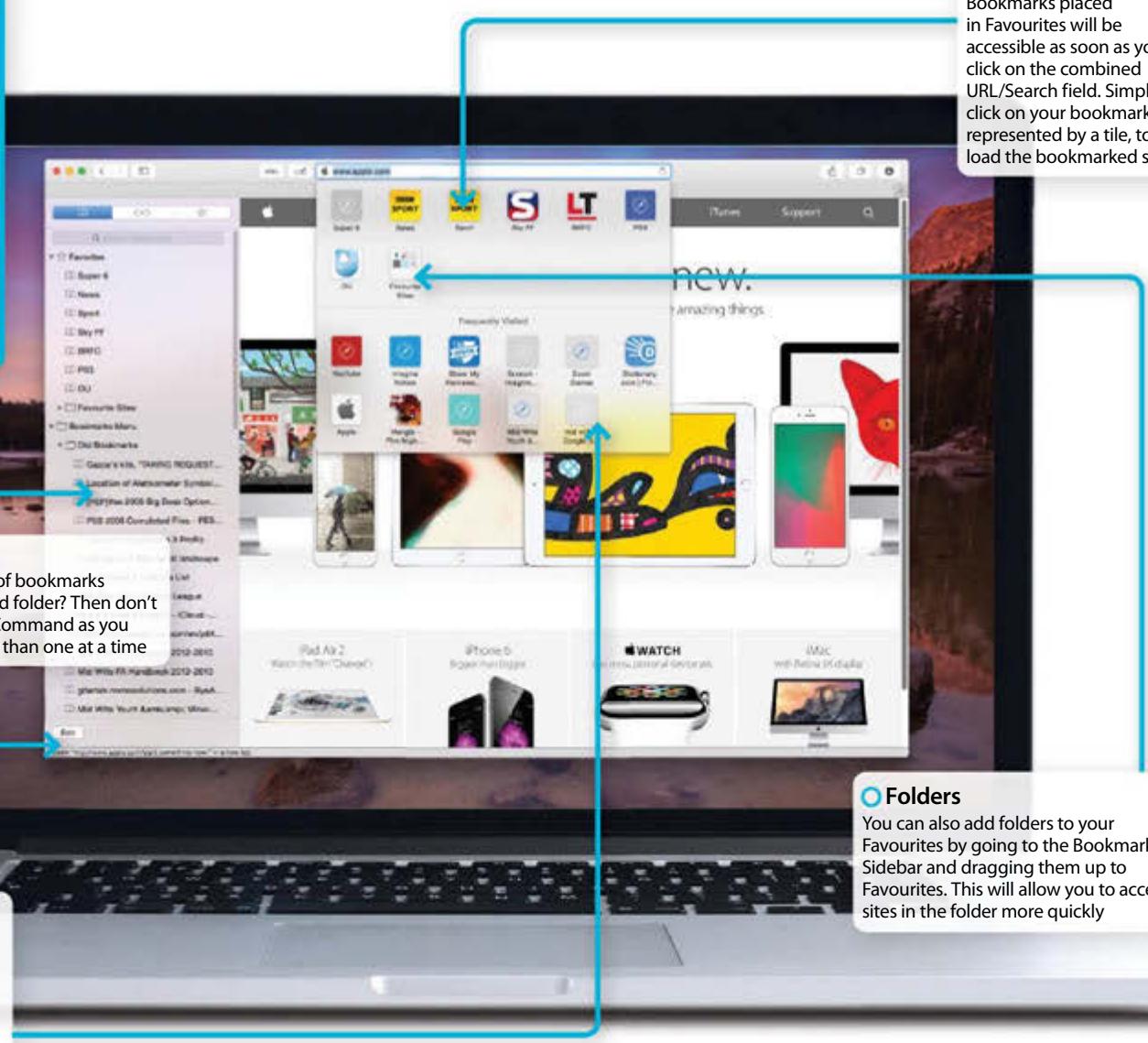


Bookmarks are essential tools for any browser and Safari is no different. By going to Bookmarks in the menubar and clicking Add Bookmark or by using Command+D, you can quickly save any URL for later reference. When you add a bookmark, you are given the chance to say where you want it to appear, but so many people ignore this and just click Add Bookmarks then clutter the Bookmarks menu, making it more difficult to find what you want. The best thing to do is place them within carefully managed and identifiable folders. You can view the folders you already have (some are there by default) by clicking the Bookmarks Editor icon to the far-left of the Bookmarks bar. With a small amount of effort, you'll soon be mega-organised.



Sub-folders

Now that you've organised your bookmarks into neat little folders, have you noticed any that could be grouped together? Maybe you have a folder for all things iPhone, another for iPad and another for Mac. Why not create an overarching folder called Apple and then place those other three folders into it as sub-folders. Before long, your bookmarks will consist of a small number of easily-spotted main folders.



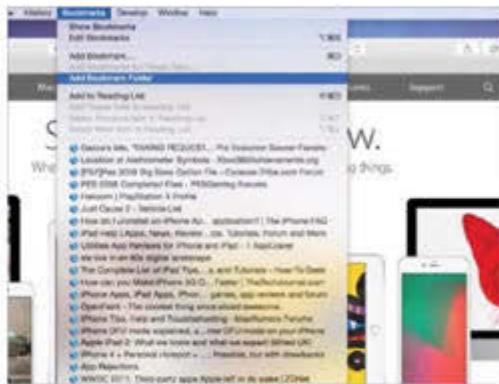
Command-click
Do you need to move a lot of bookmarks around at once into a related folder? Then don't forget you can hold down Command as you click in order to select more than one at a time

The + icon
With the Bookmarks bar open by clicking on the book icon in the top-left of the screen, you can click the + icon down here to create a new folder

Favourites
Bookmarks placed in Favourites will be accessible as soon as you click on the combined URL/Search field. Simply click on your bookmark, represented by a tile, to load the bookmarked site

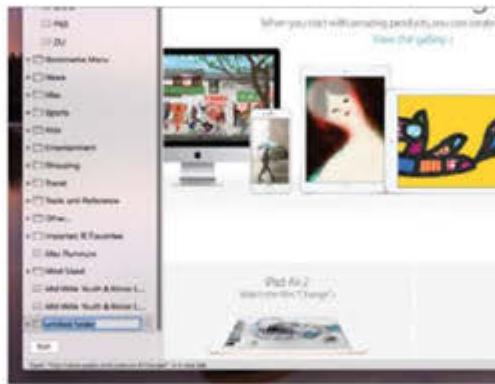
Folders
You can also add folders to your Favourites by going to the Bookmarks Sidebar and dragging them up to Favourites. This will allow you to access sites in the folder more quickly

Safari | Organise your bookmarks efficiently



1: Add folders

The easiest way to manage and organise your bookmarks in Safari is to place them into folders. Click Bookmarks in the Safari toolbar and then select Add Bookmark Folder.



2: Create a name

At the bottom of the sidebar that appears to the left will be a new Untitled Folder. Give it a name and press Enter when you are done. You are ready to populate it.



3: Drag and drop

Click on a bookmark that you would like to place into the folder you have just created and drag it down the screen until it appears over the top of it. Then simply let go.



4: Keep filling

Here our brand new folder is starting to fill up nicely. You can move the folder you have created towards the top of the Bookmarks list by dragging and dropping.



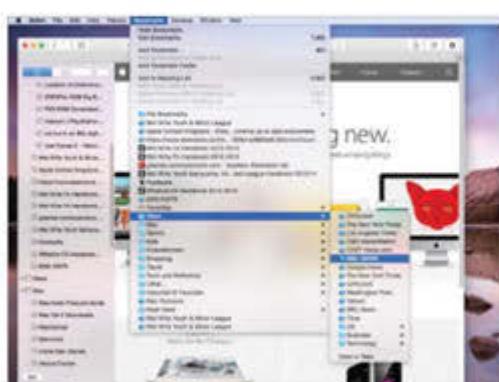
5: Edit bookmarks

One of the issues when creating bookmarks is that the titles can be poorly descriptive. Go to Bookmarks>Edit Bookmarks, right-click and select Rename. Give it a better, shorter title.



6: Deleting bookmarks

You can also rename bookmarks, create new folders, edit addresses, copy or delete by right-clicking in the left-hand side menu and using the options in the menu that appears.



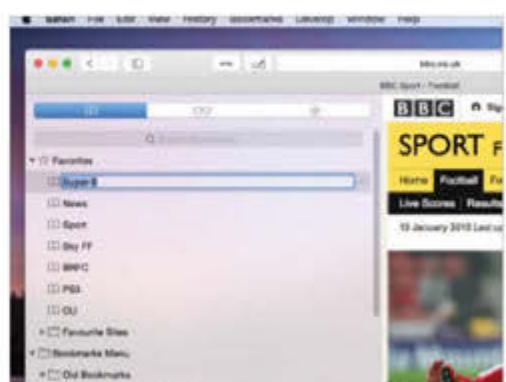
7: Better navigation

Continue placing bookmarks into folders so that when you click on Bookmarks in the Safari toolbar, you can simply hover over a folder and see the carefully organised bookmarks within.



8: Favourites

Adding bookmarks to your Favourites will mean that they pop-up for instant selection whenever you click on the combined URL/Search field at the top of the interface.



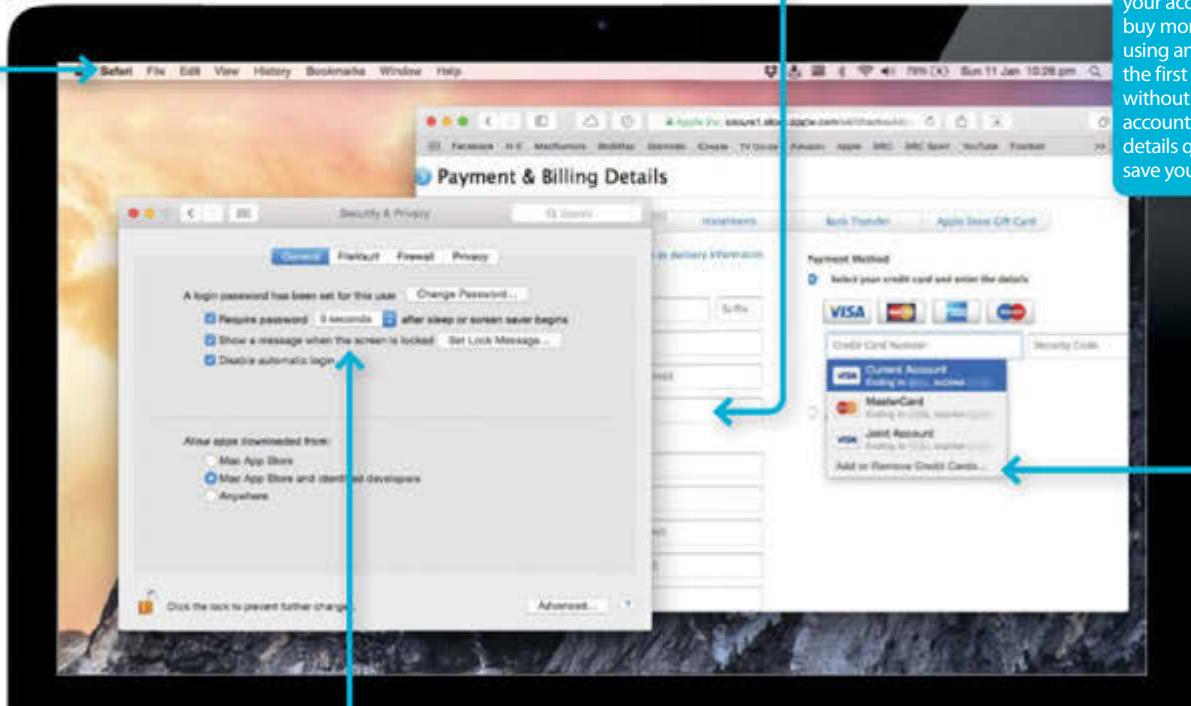
9: Rename bookmarks

When you place bookmarks in Favourites, you can rename them. The shorter you name them, the more you can fit. You can also add folders of bookmarks to your favourites.

Apple essentials

View your cards

If you want to keep track of which cards you have registered, take a look in Safari's Preferences



Add a password

To make sure nobody will be able to spend thousands of pounds if they steal your laptop, add a user password here

Not every website

Not all online stores will allow you to use saved cards, but if they're set up in the right way Safari should work it all out

No automatic sales

This system is different to those on websites like Amazon. Those sites will save credit card info to your account, so you can buy more quickly. If you're using an online shop for the first time, or are buying without signing into an account, this will fill in your details quickly and easily to save you time and effort.

Click and go

When you click in the text box to enter your card details, a pop-up should appear listing all saved cards

Save credit cards with Safari

Make shopping easier with Safari's tools for saving and managing credit cards

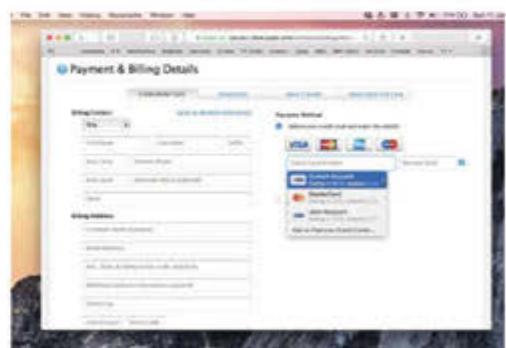


Time needed: 15 minutes



One of Safari's more handy new features is its ability to save credit card information within the app itself, so that whenever you need to buy something online, you don't have to spend a lifetime typing in the same old information.

Of course, this feature doesn't save every piece of info that you need to buy something – you'll still need to enter at least the security code on the back of the card before you can make a purchase. However, there are obviously some safety concerns associate with this, so remember that if you plan on saving credit cards, you should definitely add a password to your user space on your Mac. Here's how to get set up and manage your credit cards through Safari.



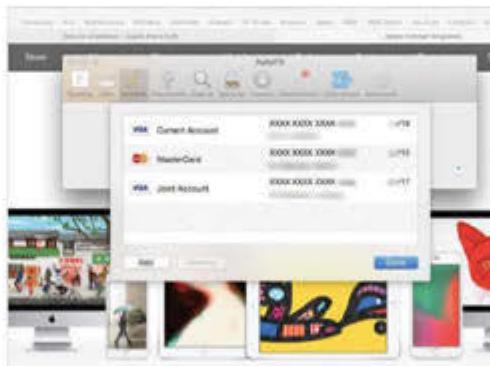


Safari | Add and manage credit cards



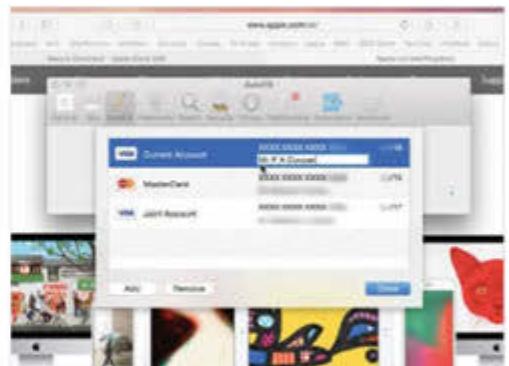
1: View the option

First, you need to add some card details to Safari. Click Safari in the menu bar and choose Preferences, then open the AutoFill tab and click Edit next to Credit Cards.



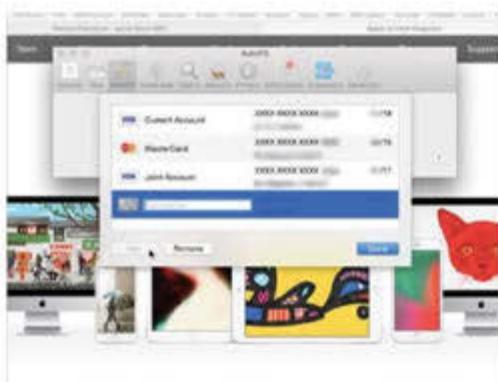
2: See the cards

You will see a list of all the cards that you've saved already, with details of each one crossed out for extra security. Click on the crosses and enter your password to view them.



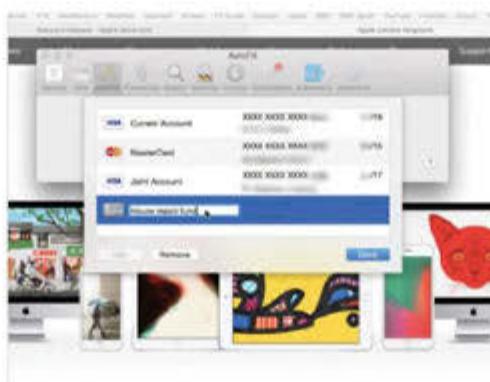
3: Edit information

You can double-click on any of the text boxes to edit the card information. As in step 2, if you want to edit secure information you'll need to enter your admin password.



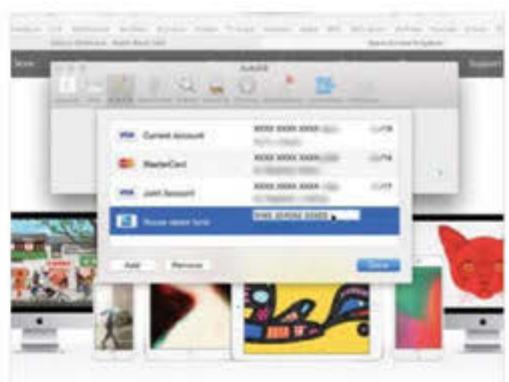
4: Add a new card

If you want to add a new card to your collection, click the Add button in the bottom-left of the menu and a new blank card will appear in the list for you to add details to.



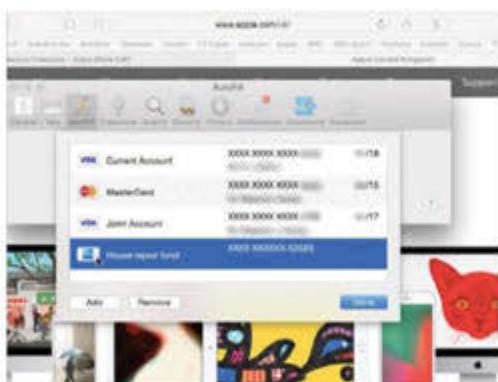
5: Choose a description

First, you'll need to choose a card description. This can be a type of card, like MasterCard, or something more personal, like 'House savings account', for example.



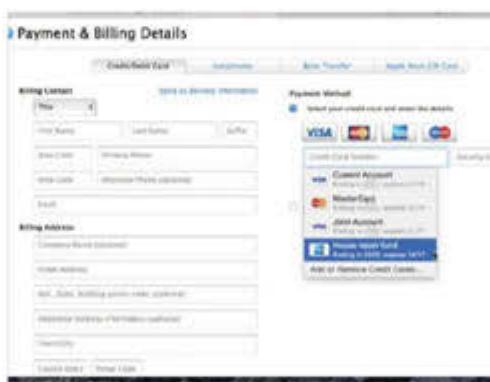
6: Add your details

You'll then need to input the credit card number printed across the card, the expiry date, and the name that is listed on the card, or on your bank account, in the right boxes.



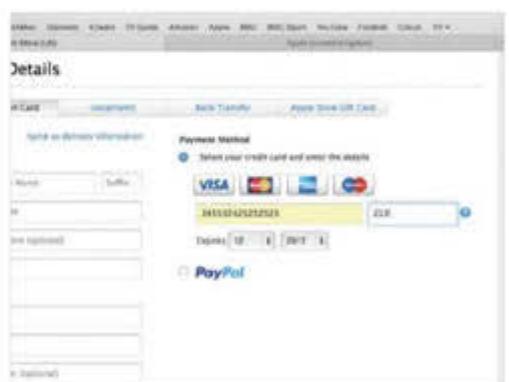
7: Icon specific

The icon on the left of the window will quickly show you what kind of cards you currently have saved on your Mac – this will be updated automatically for new cards, too.



8: Pick a card

When you want to pay for something online, enter the Checkout area of the website and click on the Card Number box. This popup will appear – simply pick your desired card.



9: Security code

To add an extra layer of security, you'll still need to enter the three-digit security code on the back of your card before you can buy anything, and probably confirm through your bank.

Inspect HTML on web pages

View website information using the developer tools in Safari



Time needed: 10 minutes



The biggest benefits of using Safari have to be its integration with OS X and the speed of the websites when you're browsing.

But it has many more tricks up its sleeve than you might realise.

With a few clicks you can add the Develop option to the menu bar, and with it, access many extra functions to the app.

Anyone can enable the options, and once they're active you can view website information, or trick websites into thinking that your browser is running on an iPad or iPhone. You can even choose to disable things on a specific site such as images or JavaScript, or view any errors that have occurred on the page. It's a really handy option to enable, and one that is well worth adding to your toolkit.



How does it work?

When you request a webpage by opening it, before the data is loaded a lot of information is exchanged between your computer and the website. One of the pieces of information is the browser that you're using – if you need a specific browser to view a page, it will know before it's loaded. This system simply tricks the site by sending across different information.

Get it working

The main benefit is that you can make websites work that normally don't function when using Safari

Older Safari versions

Most websites should work with the latest version of Safari, but if you need an older version, you can trick the website like this

Other Mac browsers

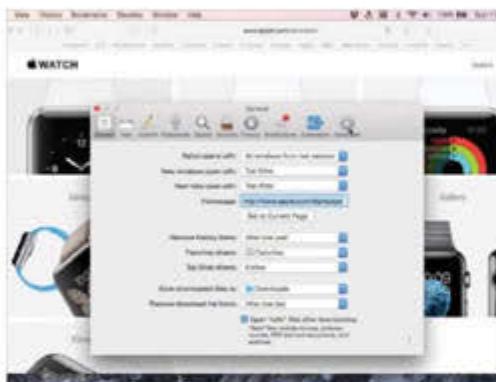
If a web page 'only works in Chrome', for example, you can make it load by pretending you're using the browser from here

iOS browsers

If you want to see a mobile version of a website, choose the iOS 8 version of the browser



Safari | Use the Develop menu



1: Preferences

To enable the option within Safari, first open up the Settings menu by choosing Safari>Preferences in the menu bar, then select the Advanced tab in the new window.



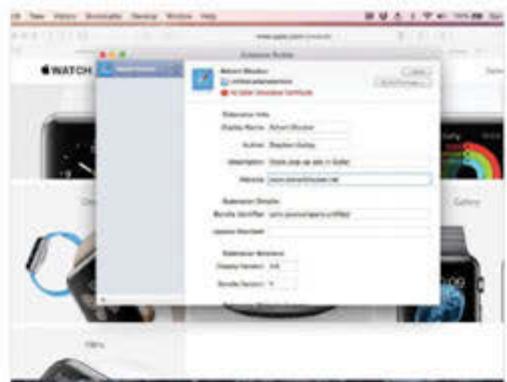
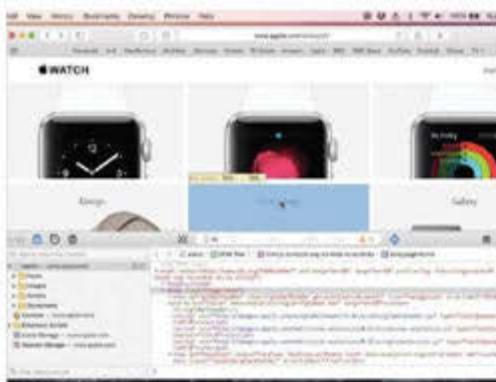
2: Switch it on

At the bottom of the Advanced tab is the option titled 'Show Develop menu' in the menu bar. Check this box and the new option should appear at the top of the screen instantly.



3: Open elsewhere

The first option in the menu gives you the ability to instantly open the page you're viewing with another of the browsers that you have installed on your Mac with a click.



4: Web Inspector

Choose Show Web Inspector and a new menu will appear at the bottom of your screen. You can click Inspect, then choose a specific element of the website to inspect.

5: View Source and more

If you want to view the source code of the website you're on, click the View Source option. The menu at the bottom will show the source code of the website you're viewing.

6: Start developing

If you want to start developing web extensions, you can choose the Show Extension Builder option, click the '+' icon, and start creating a new extension within Safari.



7: Timeline Recording

You can also activate the Timeline Recorder here, which will start recording network requests, layout and rendering, and JavaScript. You can click the same option to stop recording.

8: Cache options

Sometimes, you can solve problems that you're having with Safari by clearing the caches of data that the app has saved – and in the Develop menu you can do this with a click.

9: Disable options

The Develop menu gives you the tools to disable specific options on a page, including images, styles and JavaScript – simply click the option you want in the menu to remove it.

Top 10 extensions for Safari

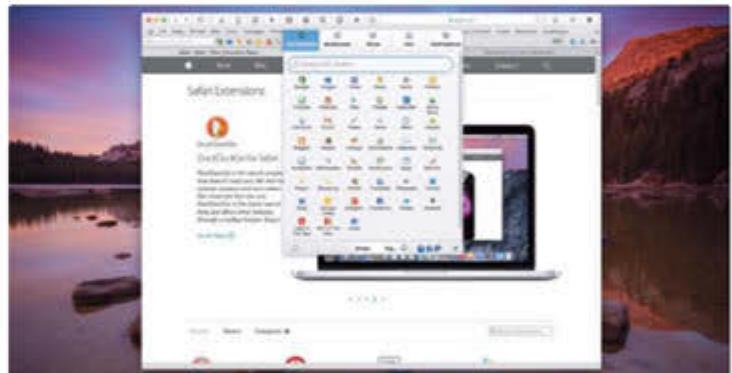
Enhance the way you use Safari by installing these essential extensions



Safari extensions are not often talked about, but a quick look through the official extensions directory at <https://extensions.apple.com> will highlight just how diverse and useful they can be.

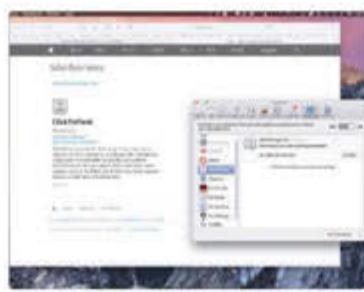
From search tools to extensions that will help you be more productive every day, you will likely be able to find a variety of solutions that will offer the benefits you need.

Installing extensions is as easy as locating one and then clicking the obvious instruction next to it, at which point it will be installed in the background ready to use. The extensions will be displayed via icons at the top of Safari next to the search bar and clicking one will launch it for you to immediately utilise the function it performs. If you suffer stability problems after installing one, go to Preferences to delete it.



1: Translate any web text

Language doesn't have to be a barrier on the web. The Translate extension will translate any text on the live page to and from every popular language including Klingon! It's easy to use as well; simply hover over viewable text to see the original.



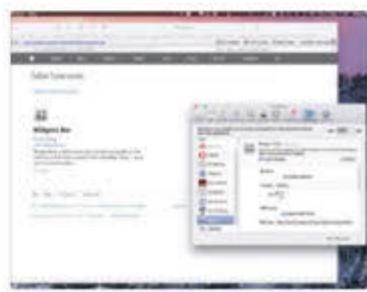
2: Stop Flash from automatically loading

If you aren't a big fan of Flash, the ClickToFlash extension replaces Flash content on a page with a placeholder which you can click to enable or replace with H.264 video. You should find that this will greatly speed up your Mac usage.



3: Push pages to Kindle

It's often the case that longer web articles are often best read on dedicated e-readers, such as a Kindle. The Push To Kindle extension is the perfect facilitator of this. Simply click a button and the web article will be immediately sent to your Kindle.



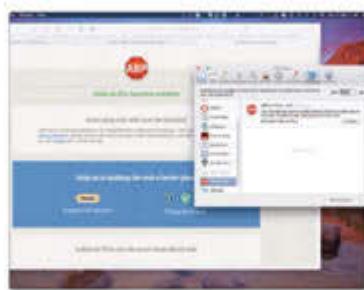
4: Add some widgets

Sometimes the most useful items are also the most unassuming and Widgets Bar is a perfect example of this. It is a simple extension which displays world clock times, an RSS ticker and the weather for your location at all times. It doesn't get in the way, either.



5: Clean up YouTube™

clea.nr Videos for YouTube™ does one thing very well which is to clean up all of the visual distractions on the YouTube site to make your viewing experience cleaner. You might think it's something you don't need, but once used you won't go back.



6: Destroy annoying ads

Most people assume that ads are a necessary evil of web browsing, but if you find that pop-ups and adverts are ruining your online experience, you need to take a look at the Adblock Plus extension. Once installed, you will notice an improvement immediately.



7: Make pages readable to dyslexia sufferers

Some extensions are useful and help to enhance an existing feature, but then there are others, like Dyslexie for Safari, which are crucial to some people. This one displays a font which is designed to help people with dyslexia read.



8: Clip multiple images from a webpage

The +Clip it button extension is a useful item designed to let you click one icon and to then quickly clip and save any or all of the images on the loaded website. It's very fast and perfect for adding visual elements to social media.



So many options
Whether on the official Safari extensions site or elsewhere, there are hundreds available to try

Don't overdo it
As with all solutions, try not to install too many extensions to avoid performance problems

Set your preferences
The majority of extensions allow you to make changes so that they work to your preferences

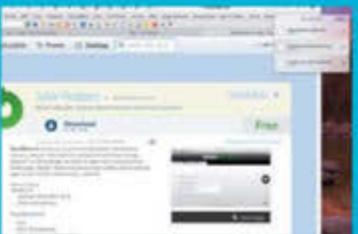
Downloading extensions
You can download extensions from almost anywhere, but you should always check the source first

Install an extension



1 Find extensions

Go to <http://bit.ly/1d6hv18> and search through the list of extensions. Find one you like and then click 'Install Now' to complete the automatic installation.



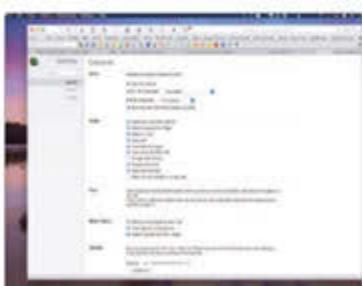
2 Manual installs

Some extensions need to be manually downloaded. Once done, double-click the file in Safari to complete the installation. Always check the validity of files first.



3 Manage extensions

Open the Safari preferences and then click the 'Extensions' tab at the top. You can now uninstall, disable and set up various options for each of your installed extensions.



9: Access all of the Google services at once

The Google Toolbar extension is incredibly useful to fans of the service and it will give you access to all of the main Google features in a thin toolbar at the top of Safari. Use this once and you will find yourself using it forever.

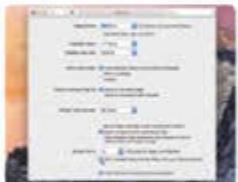


10: Create a collection

MyJoyJar is an extension with a service behind it that lets you collect 'anything' from the web. Click once to add text, images, maps and websites to your collection. This is great for setting up material for moodboards or scrapbook ideas.

Skip between different devices

Get your devices working in perfect harmony with Handoff



Time needed: 10 minutes

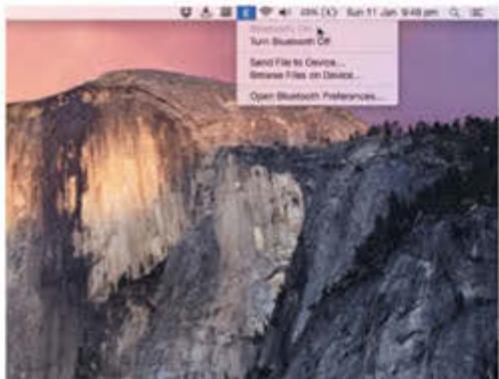


If you have more than one Apple device, Handoff can help you move between them more easily than ever. The system detects when your iPhone or iPad is nearby, allowing you to pick up where you left off on that device with a tap. So, if you're composing an email on your iPhone as you walk home, when you get back you can switch on your Mac and with a click finish it off and hit the Send button. Or, if you're reading an article on your iMac but want to sit on your sofa with an iPad, you can quickly jump straight to the same article with just a swipe and carry on reading where you left off.

The system is really easy to use, and makes it simpler than ever to use multiple devices together.



OS X | Set up Handoff



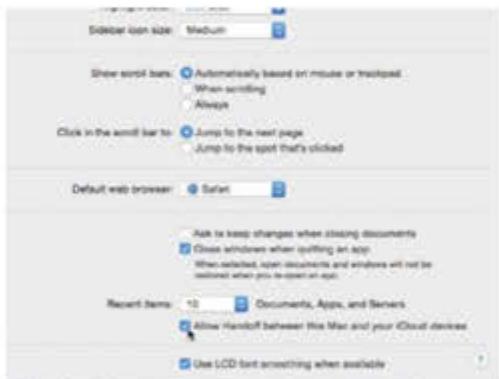
1: Bluetooth and Wi-Fi

In the menu bar, ensure both Wi-Fi and Bluetooth are switched on – they need to be on in order to establish the connection to your other devices and start using Handoff.



2: System Preferences

Before you can use the features of Handoff, you'll need to activate it on your Mac. First, open up System Preferences and choose the General settings in the top-left corner.



3: Switch it on

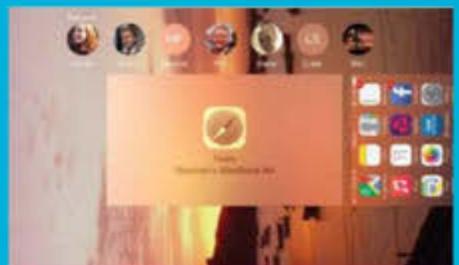
Now check the box to allow Handoff to work. On an iOS device, choose Settings>General>Handoff & Suggested Apps>On. Make sure you're signed into iCloud, too.

4: App pop-ups

If you're using an app like Mail or Safari on another device, an icon will appear on the left of your Dock. Click it and the app you were using will open where you left off.

Pick up where you left off

The beauty of using Handoff is the ability to use another device and access whatever you were doing on the previous machine.



1 On your other device

When you want to jump to another iOS device from your Mac, double-click the home button. Swipe right and you will see a screen showing the Mac app you were using.



2 On your Mac

If you're reading an article in Safari on your iPad, for example, you can pick it up by simply clicking the icon on the left of the Dock – the same page will open right up.

Sign documents in Mail

Create custom handwritten signatures and use them in Mail

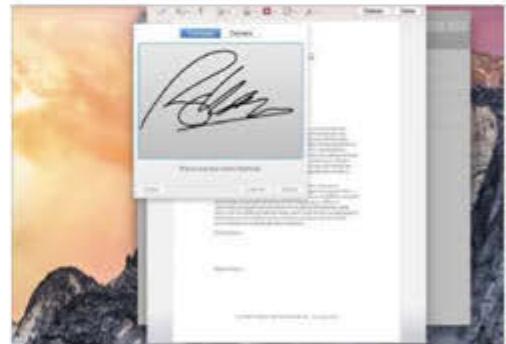


Time needed: 15 minutes



When you get documents that need to be signed sent to you via email, it can be a real challenge to get them filled out and sent back quickly. You have to print the form out, fill it in and sign it, then scan it back in to return to the sender. It's a real hassle – but it's a hassle that Apple has removed.

In Yosemite, you can use a feature called Markup to add text and signatures within Mail, so you can fill in documents and even sign them by hand without ever switching on your printer. You can create signatures with the trackpad if your Mac has one, or even just use your Mac's iSight camera. It's quick, easy and you only have to do it once to then enjoy hassle-free digital signatures. Here's how it works.

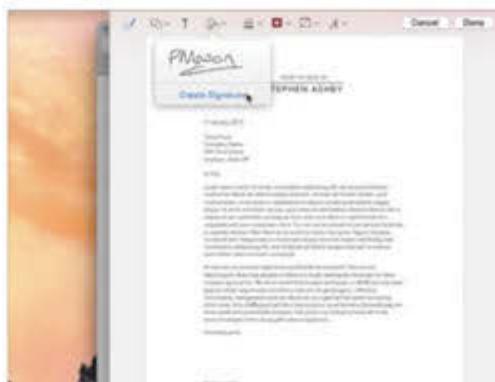


Mail | Sign documents with Mail



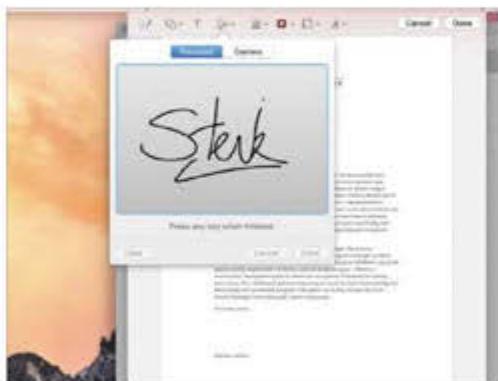
1: Choose Markup

When you've added a PDF or an image to your new message, hover your cursor over the document and click the arrow in the top-right. Choose the Markup option from the list.



2: Add a signature

Click the Signature button in the top tool bar. If you've added a signature previously it will appear here and you can click to select it, or you can click Create Signature.



3: Sign it off

Click to start your signature, then sign your name using your finger. Once you're happy with the result, tap any key on the keyboard to stop writing, then accept or clear the signature.



4: Put it in place

When you've got a signature you're happy with, select it, then drag it into the location required, and use the handles to resize it. You can use text boxes to fill in other details.

Signing options

You have a couple of options for getting your signature into Markup. The most straightforward should be using a trackpad, but if that goes wibbly, you can always call upon your Mac's camera to do the deed.



1 Sign on the trackpad

Click the 'Click here to begin' button, then sign your name on your trackpad using your finger. You can clear the whole thing if you want to start again – keep going until you're happy.



2 Use the camera

Alternatively, click the Camera tab to activate your Mac's camera. Sign your name on a piece of paper, then hold it up to the camera to add it to your library of signatures.

Annotate images with Markup in Mail

Use the new Markup feature to draw and write on PDFs and photos in Mail



Time needed: 10 minutes

The Mail app probably got the biggest update when Apple took the step up to OS X Yosemite, offering not only MailDrop (which lets you send files up to 5GB to friends and family) but also **Markup**. The latter of these features gives a selection of editing tools right inside the Mail app itself, so when you are emailing a photo or PDF to a friend, you can open it up in Markup and add any annotations you want to the file.

The system is actually quite powerful – you can add boxes, circles, lines and arrows, and these can all be manipulated individually. You can also add text, of course, as well as being able to add a signature to documents by writing onto your Mac's trackpad. Let's get started and see what Markup can do.



Non-destructive editing

When you're still creating your email message, Markup is completely non-destructive. This means you can drop in and out of the Markup interface as many times as you like before you hit Send and delete any changes you've made. You can even return your file to exactly how it was when you started, thanks to the power of the Markup feature.

Signature options

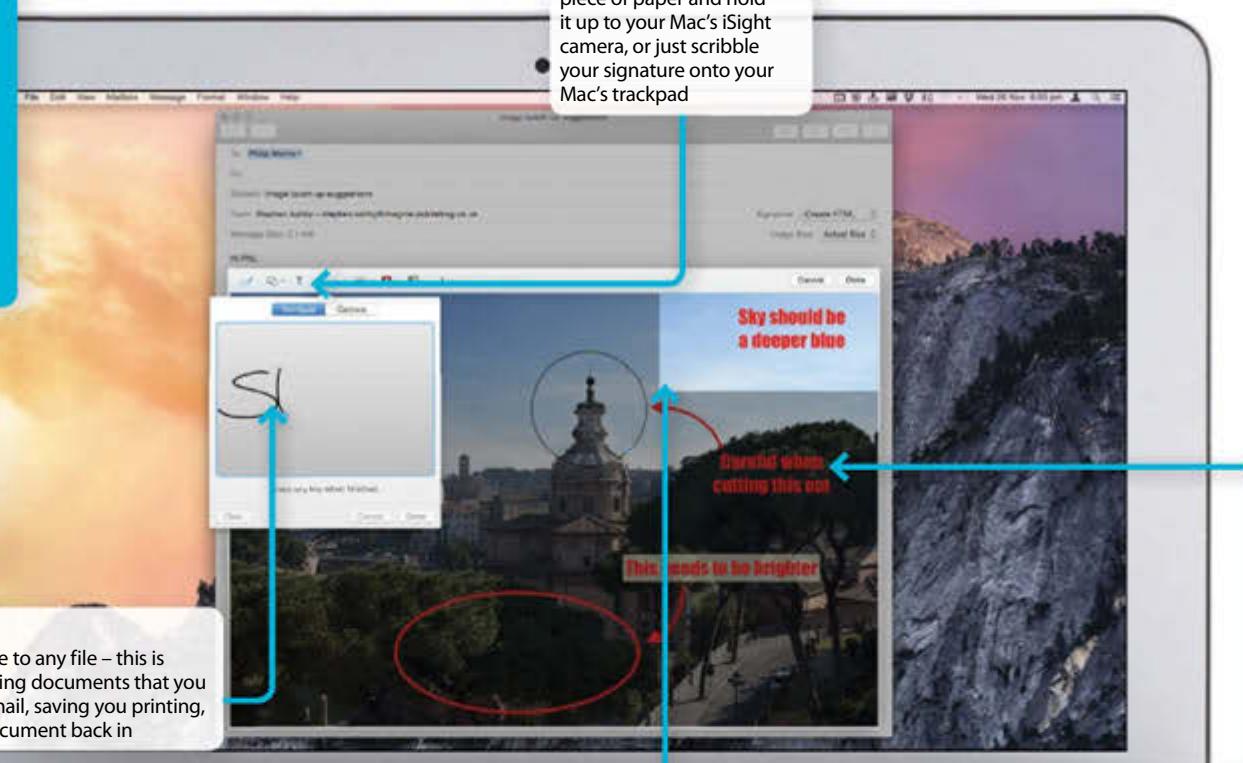
There are two options for adding a signature. You can either sign on a piece of paper and hold it up to your Mac's iSight camera, or just scribble your signature onto your Mac's trackpad

Sign on the line

You can add your signature to any file – this is absolutely perfect for signing documents that you need to return through email, saving you printing, signing and scanning a document back in

Magnification

You can add circles of magnification to your image, adjusting their size with the blue handle and changing the level of magnification by dragging the green handle around the circle's circumference

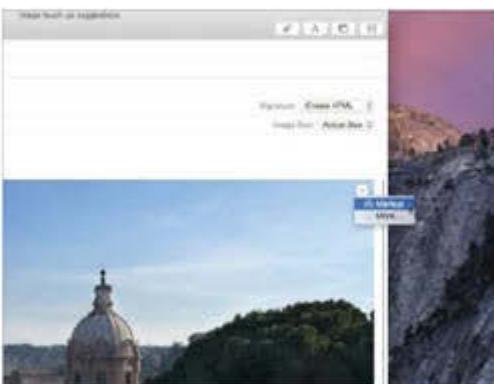


Focus

If you only want to pick out one specific area of a document or photo, you can use the Focus tool to bring attention to one location, darkening the rest of the image in the background

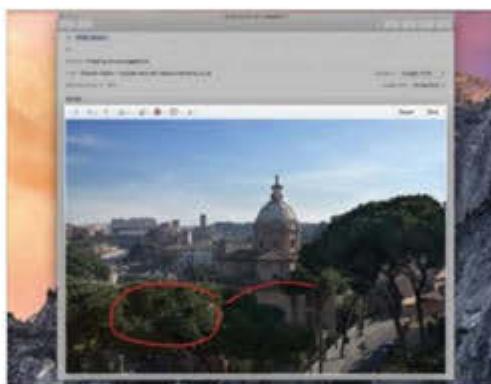


Mail | Annotate your files with Markup



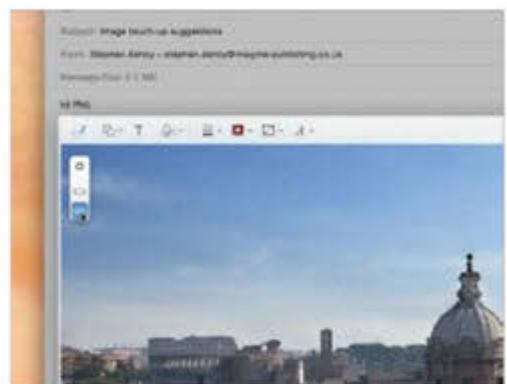
1: Activate Markup

To start using Markup, you'll first need to add an image or PDF file to an email. Then simply hover your cursor over the preview, click the arrow in the top-right and choose Markup.



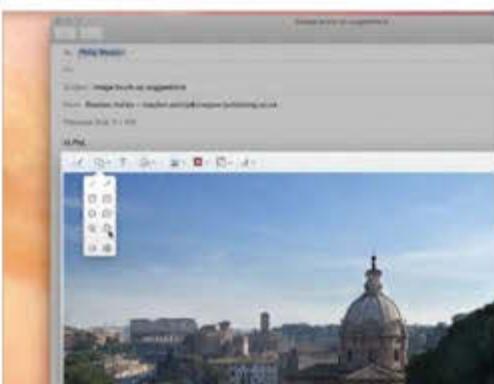
2: Smart scribbles

By default you have a pen tool selected – you can use it to sketch lines or shapes roughly and Markup will translate your scribbles into clean, editable vector shapes.



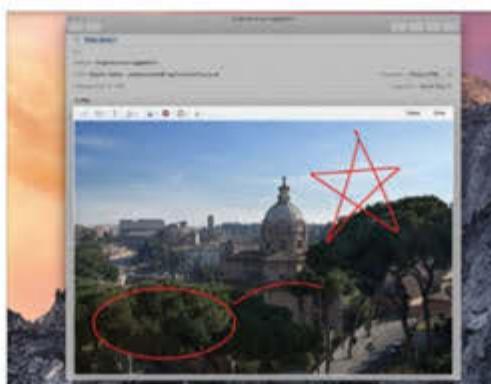
3: Change the mode

When you draw a shape freehand, Mail will try to make it a more standard shape. If you'd rather have the roughly sketched shape, use this menu to change it back and forth.



4: Add a shape

You can see a list of pre-built shapes in the Shapes menu in the top toolbar. Clicking a shape will make it appear in the centre of the image for you to move and resize.



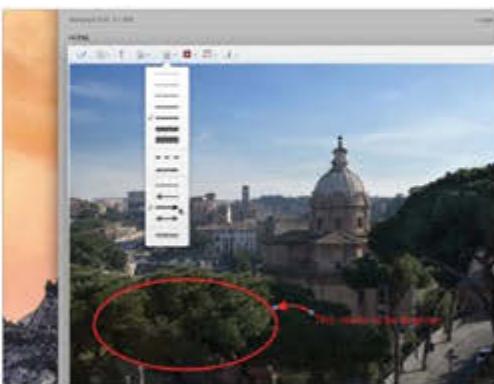
5: Draw and edit

You can use Markup to sketch some more advanced shapes and have them converted – for example, scribble a star or a pentagon and it will be transferred to a vector shape.



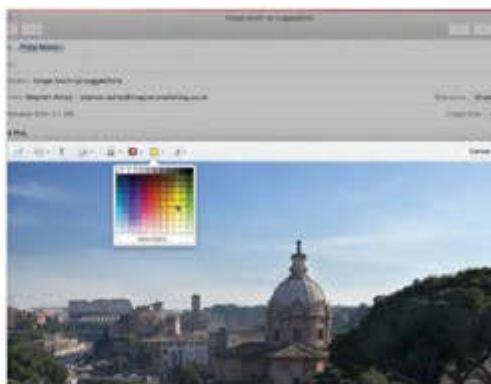
6: Add text

You can add text to your shot, too – simply click the Text option in the toolbar to add a new text box at the centre of the screen, then drag it to the position you want.



7: Lines and arrows

Use the Styles menu to choose how individual lines will look, and remember that you can grab the green 'handle' on the line to change the curve whenever you want.



8: Border & fill

For any shape or text box you can also adjust the border and fill – simply click one of the two colour options in the top toolbar and choose a colour from the grid to apply.



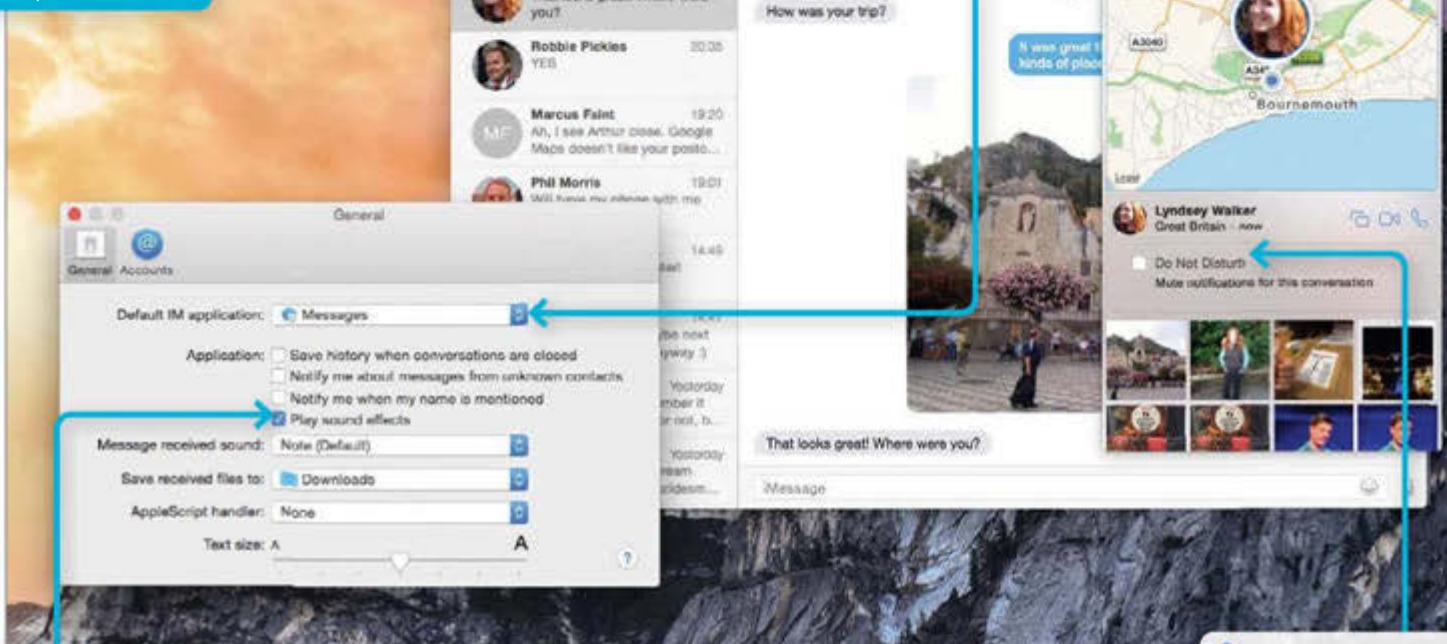
9: Customise text

You can also alter the way text looks – click the drop-down menu in the toolbar and you can change the font, alignment, style and size of the text, as well as the colour.

Apple essentials

Contact specific sounds

If you prefer to know who is messaging you before you even look at your screen, you can set specific sounds for individual contacts. This is done through the Contacts app – you can open the contact you want to add it to and use the Text tone section to select a different sound for the specific contact.



Change the sound

You can alter the alert sound for when you receive a message so that it is recognisably different from new emails

Do Not Disturb

You can activate a Do Not Disturb for a specific Messages conversation by checking the box in the Details tab

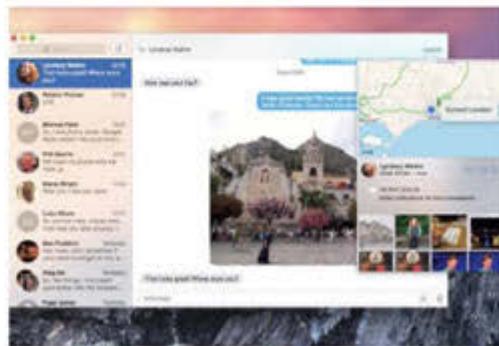
View conversation details in Messages

Find out more about your Messages conversations



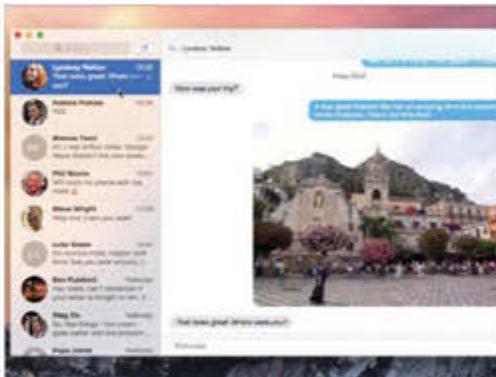
Time needed: 20 minutes

The new Messages app in OS X Yosemite gives you a lot of extra abilities that you simply didn't have before. You can, of course, now send voice messages simply by clicking the microphone icon next to the message entry field. However, clicking the Details button in the top-right of the window will open up a pop-up menu that can show you all kinds of other useful information about the conversation you're having. Whether you're chatting to more than one person in a single thread, or have just been sending text messages to a friend, there are plenty of handy things you can do from this menu, from adding numbers to your Contacts app, to viewing a friend's location on a map. Let's take a look at its most useful abilities.



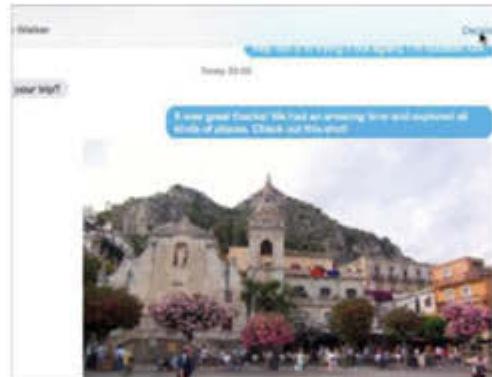


Messages | View information with the Details tab



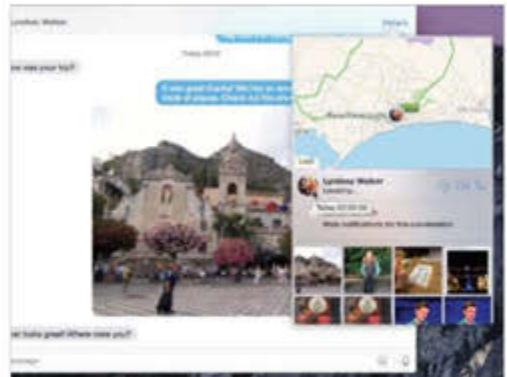
1: Choose a conversation

First, open up Messages and choose one of the conversations from the left-hand sidebar. iMessage conversations will probably include more information than SMS chats.



2: Open the menu

To see more information about the contact or the conversation, click the Details button in the top-right of the window. A new menu will open showing all kinds of facts.



3: See the contact

You will see either a contact image, or just two letters in a grey circle – you can double-click here to open up the person's contact card within the Contacts app to see more.



4: Make a call

If you have a mobile number or a FaceTime email address associated with the contact, you should be able to make a call from your Mac and speak to the person via audio.



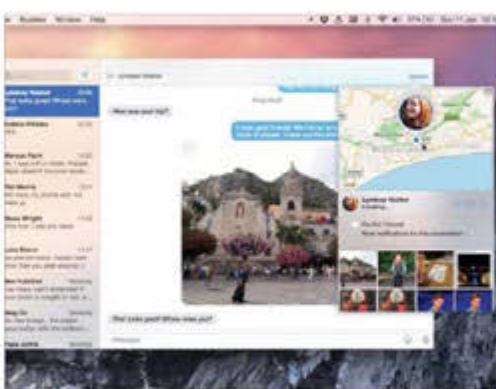
5: Share your screen

If your friend is using Messages on a Mac as well, you will see an option to share their screen. Click it and, once they have accepted, you will see a live view of their display.



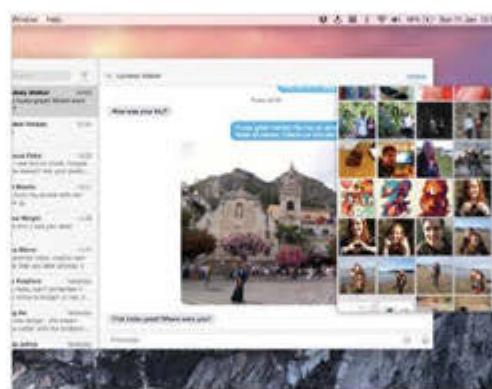
6: Screen Sharing

In Screen Sharing mode, you can click to highlight a specific part of the other person's screen, and share copied items using the controls in the menu bar for Screen Sharing.



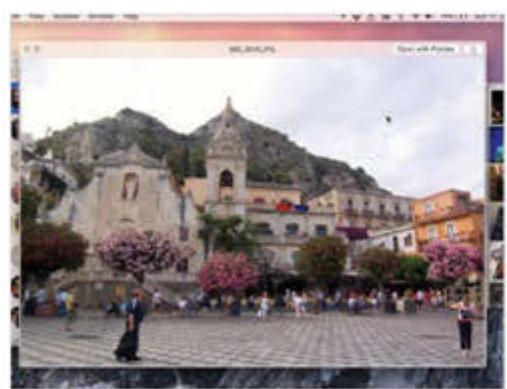
7: Location, location, location

You can also choose to share locations within iMessages – if your friend chooses to share theirs, you will be able to see them on a map, and even zoom in for more accuracy.



8: Shared photos

At the bottom of the menu you'll see all the photos that have been sent back and forth between you and the contact, in reverse order, so you can quickly find a shot you want.

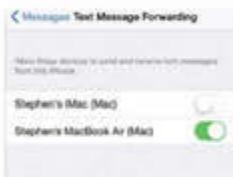


9: View it big

Click on one of the image thumbnails in the menu and hit the Spacebar on your keyboard to preview it at full size, or just drag it to your Desktop to save the shot.

Set up SMS Relay in Messages

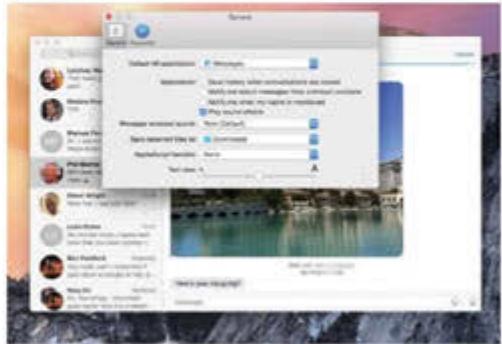
Get your text messages delivered to your Mac with iOS 8 and OS X Yosemite



Time needed: 20 minutes



If you've upgraded to OS X Yosemite and own an iOS device, you may already be taking advantage of some of the great features on offer for those that use several Apple devices. One of these fantastic new features in OS X Yosemite, called Continuity, allows you to keep more things than ever in sync over iCloud, so you can make and receive phone calls on your Mac, AirDrop files from Mac to iOS and back again, and now even get your texts delivered to more devices than just your iPhone. Everything syncs wirelessly, and when you get a text it will appear as a notification on all your devices, allowing you to reply from anywhere. All you need to take advantage of this is an iCloud account and you're ready to get started.



Bluetooth and Wi-Fi

You need to ensure that Bluetooth and Wi-Fi are enabled on both your devices to ensure best operation of the SMS Relay system. Your Mac will connect to your iPhone over both networks, so even if you leave your iPhone in a different room, you'll still get messages appearing on your Mac, and you can still make phone calls.

Get specific

If you want to know exactly when a message was received or sent, simply hover your cursor over the message

Details
Click the Details tab and you can get information about the contact, and see the attachments

Smiley!
To send an emoji, click the smiley face on the right of the message bar, then pick the icon you want

SMS or iMessage
You'll see when Messages switches between texts and iMessages thanks to this small note that appears



Messages | Set up SMS Relay



1: Sign into iCloud

You need to make sure that both your Mac and iPhone are signed into iCloud. Open System Preferences, click iCloud and input your Apple ID and password if you haven't already.



2: Check message settings

On your Mac, open Messages, click Messages in the menu bar and click the Accounts button. Ensure that you're signed in with the same Apple ID and password as your iCloud account.



3: On your iOS device

On your iOS device, open the Settings app and tap Messages. Ensure iMessage is switched on, then tap Send & Receive and check the email and phone number are checked.



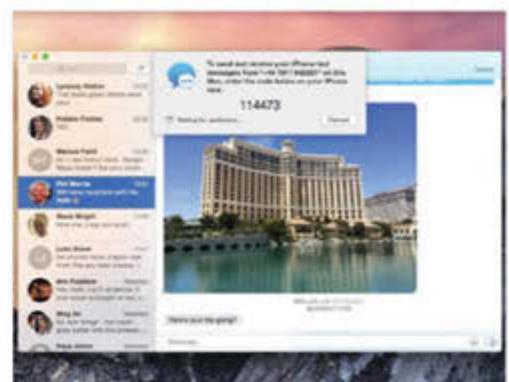
4: Text Message Forwarding

Go back so that you're viewing the general Message settings, then tap the Text Message Forwarding option. Here, you'll see a list of the devices you can use to send text messages.



5: Choose your devices

Each device that is compatible with SMS Relay will have a switch next to it. To activate the feature on each one, simply switch it on. You should see results within seconds.



6: Check the code

On your Mac, you will see a pop-up box appear within messages showing a code. You'll need to enter this code on your iOS device to start sharing text messages between the two.



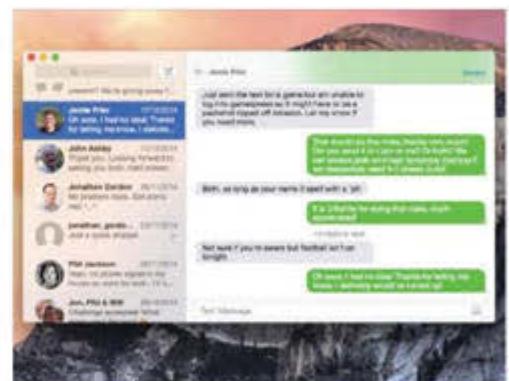
7: Type it in

On your iOS device, a keypad will appear asking you to input the code you see on your Mac. Once you've put it in, you will see the pop-ups on both devices will disappear.



8: Check your settings

On your Mac, open up the Messages Preferences and check that all of the settings are correct. You can choose which number new messages are sent from here, too.



9: Send and receive

You will now be able to send and receive SMS messages from your Mac. When your Mac uses an SMS, the bubbles will show up green in the thread and the message will appear.

iLife & iWork

Get more from the iLife and iWork apps that are: iPhoto, iMovie, GarageBand, Pages, Numbers and Keynote



- 74 Use Places to boost your iPhoto workflow
- 76 Create black and white masterpieces
- 77 Geotag your photos
- 78 Create a personalised calendar in iPhoto
- 80 Prep your library for Photos
- 82 Design and print your own greetings card
- 84 Correct the most common photo problems
- 86 Adjust colour in movie clips
- 88 Add blockbuster effects to your movies
- 90 Find more ways to share in iMovie

92

Enhance voiceovers with preset effects

93

Back up your iMovie library

94

Discover GarageBand's hidden Sampler

96

Shift key in your GarageBand track

98

Expand your library with Audio Units



100

Create a bass rig with Bass Amp Designer

102

Export in high quality

103

Use GarageBand's Smart Library feature

104

Use Drummer to add more natural beats

106

Master vocal effects in GarageBand

108

Use advanced image fills in Pages

110

Cut out images with the Instant Alpha tool

112

Use date, time and duration formatting in Pages

114

Customise text and text boxes in Pages

115

Collaborate on documents in iCloud

116

Punch up data with interactive charts

118

Discover Keynote's new Yosemite features

119

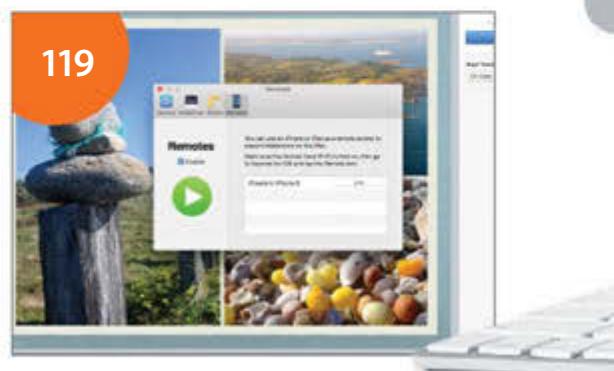
Set up Multipeer Connectivity

120

Create amazing charts in Numbers



“Edit your photos, direct movies and create music all thanks to iLife”





Use Places to boost your iPhoto workflow

Speed up the way you use iPhoto by using Places and discover some new tricks



Time needed: 30 minutes

Whether you've travelled the world or barely ventured out of your postcode, the chances are that at some point you've taken photos in an assortment of different locations. By using iPhoto's Places feature, you can categorise these images based on where they were captured. This is an ideal organisation tool for storing your shots proactively on the program. What's more, it really speeds up the ability to share your collections with friends, family or the world, and is very useful for when you want to create a product using a specific geographical set of images. For instance: a portfolio of prints, a calendar or book taken in a particular place, which can become the perfect gift for someone special or a memoir of a particular holiday or visit for yourself.



Grouping pins together

When you head into Map view you'll see that you can select individual countries from the dropdown menu to view all the photos you've taken in that particular region. You can also narrow it down by State, City and Places depending on the personalised names you've assigned in that specific country.

What's in a name?

Travel into Manage My Places (under Window) to adjust the name assigned to a particular location. This is your opportunity to create Places that are relevant to you; for example Work, Mum's house, Our Villa etc

Pin power

It's easier to use the country, or a nearby city or town, to begin with when assigning a location. You can later zoom into the map and move the pin to the exact location if you know it

MacBook Air

Maps

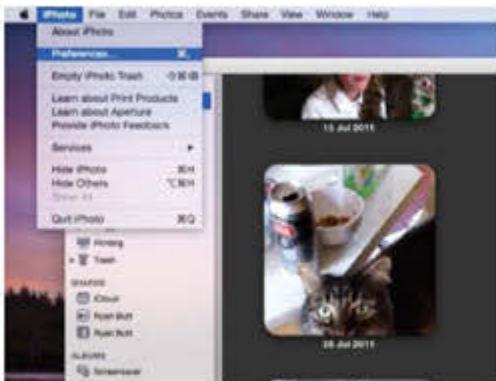
Places, like Google Maps, allows you to see the globe in any of three ways: Standard (places names and country borders), Hybrid (a satellite 'real' view with the info from Standard on top) or Satellite (as the satellite sees it)

Where are my images?

To see the images that are collected under a specific pin, hit it and either click on the arrow or use the Show Photos icon at the bottom of the app

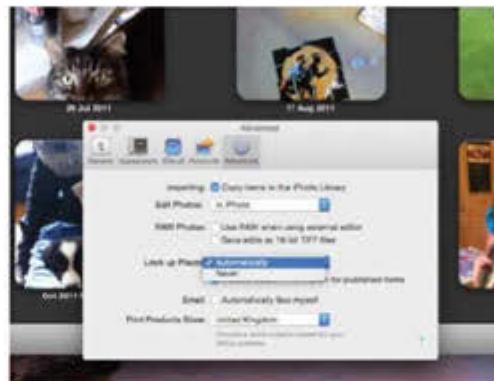


iPhoto | Increase your productivity with Places



1: GPS, on

There are two ways to assign a location to an image. The first is to have iPhoto check images for attached GPS data. To do this, head to iPhoto on the menu bar, followed by Preferences.



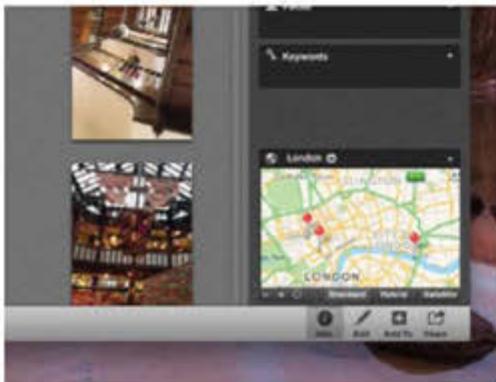
2: Auto mode

Under Look up Places, tick Automatically. There is an option to include the GPS data when you publish an image to the web, but if you're concerned about privacy, leave it unchecked.



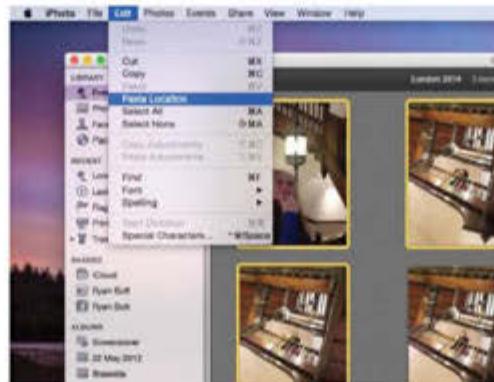
3: Manual mode

To assign this info manually instead, select a photo and hit the Info icon at the bottom of the screen. Start typing the location in the Assign a Place field and select from the list.



4: Precision

Move the red pin on the preview map to the exact place it was taken. You can also enter a more appropriate place name for this location if it's important or a regular haunt.



5: Speed up your workflow

Apply this location to other images taken in the same place by choosing Copy from the Edit menu, then using Paste Location on all the relevant frames.



6: Bulk change

Another way to add the location a series of shots were taken in, quickly, is to put them into an album or an Event. Select it, open Info and add the relevant details.



7: Mistakes happen

Correct an erroneous location by opening the image and changing it in the info box, or use Undo Assign Place under Edit, or open Manage My Places under Window and delete it.



8: Get Smart

Turn a collection of images taken in one location into a Smart Album. Zoom in and select the desired red pin, then hit the Smart Album icon at the bottom. iPhoto will store it under Albums.



9: Share and create

Now you're organised, you can share these newly batched shots with others via social media or mail, or create a calendar, book or a set of prints. Just head to Share.

Create black and white masterpieces

Learn how to transform mundane images into magical monochromes



Time needed: 30 minutes

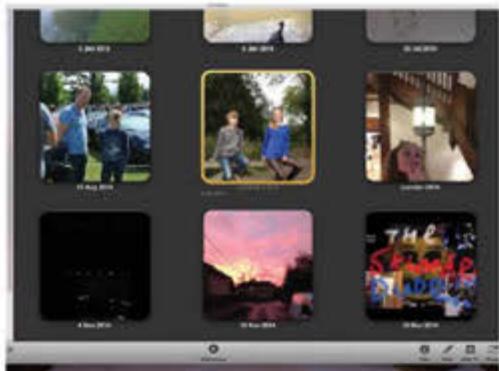


When colour film was introduced to the masses, everyone thought we'd seen the back of black and white pictures, but boy were they wrong. Black and white images convey such a significant poignancy and deeper level of emotion than colour it's almost certain there will always be a place for monochromatic stills in photography.

When deciding which images to transform from colour to black and white, look for images that are perhaps distracting because of brighter hues, take them away and discover if the message or composition behind the picture is stronger as a result. For portraits, if the subject is showing an emotion other than joyous, it can often benefit from the B&W filter, adding a greater degree of interest and intrigue. Let's take a look...



iPhoto | Create stunning B&W shots



1: Pick a picture

Look for an image that you think will offer more in B&W; something with distracting colours, of a more serious nature or displaying a high level of contrast. Highlight it and hit the Edit button.



2: Effect change

There are two ways to make an image black and white. Either use the dedicated filter in Effects (so it reads 'on' across the thumbnail) or desaturate it with the slider in Adjust.



3: Tweak it

In the Adjust panel take the Exposure up a notch as well as the Contrast, Definition, Shadows, Sharpness and anything else you are keen to experiment with.



4: Increase focus

When you rob an image of its colour, often the focus can shift. As such it's a good idea to crop in (Quick Fixes>Crop) to cut closer to what makes the picture interesting.

Tips for B&W brilliance

Want to make your pictures a bit more 'wow' than 'huh'? Here are some sure-fire tips and techniques for you to try...



1 Right to the edge

If your picture needs a bit more impact use the Effects to drive attention to the focal point. Vignette, Matte and Edge Blur are all good ways of framing and forcing focus.



2 Contrasting opinions

You'll discover Contrast is one of the most useful tools. Pull the slider right and you'll make the light areas brighter and the darker areas darker. Going too far will make images flat.



Geotag your photos

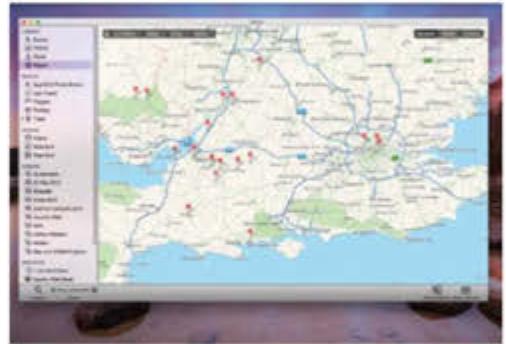
Make storing, using and sharing your images simpler with geotags



Time needed: 15 minutes



Once upon a time, the idea that you could be tracked anywhere on Earth by a device you carried would have caused widespread panic and outrage. Today we fully embrace modern technology and rejoice in the fact that practically every new camera and smart device launched has the ability to geotag shots as you take them. Whether you've photographed elephants in India or penguins in Antarctica, load your images into iPhoto and it will display a multitude of pins on a map, celebrating all your photographic endeavours. But what about the images that you shot on your old non-GPS camera? The answer is hard graft, with manual data entry. It's not all bad for iPhoto users, however, as there are a few ways to speed up the process. Here's how...



iPhoto | Learn how to geotag images



1: Look up Places

iPhoto can find the geotagging info contained within images for you, once you've given it the go-ahead. Go to Preferences>Advanced and choose Automatically for Look up Places.



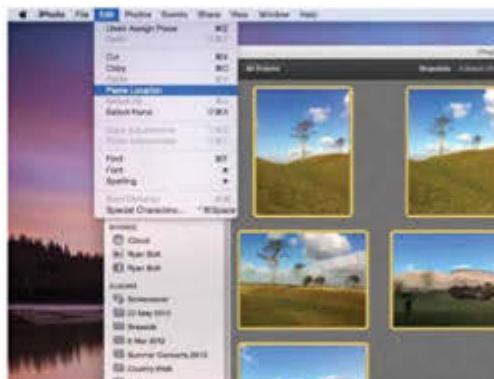
2: Rescan for Location

If the wrong location has been added to an image you can get iPhoto to check and/or change it. Choose a picture and under Photos on the menu bar, select Rescan for Location.



3: Do it yourself

If the image doesn't have geo data, you'll need to enter it manually. Pick a photo and open Info. In the Places bar begin typing the town or co-ordinates and then select it from the list.

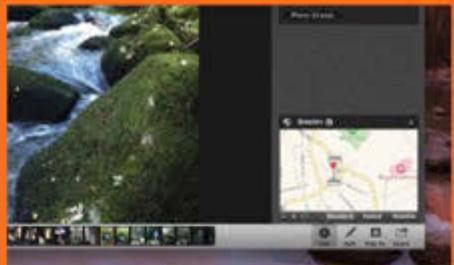


4: Copy and paste

You can copy and paste an image's geo data to other pics shot in the same location. Head to Edit>Copy; then, with the relevant frames highlighted, select Edit>Paste Location.

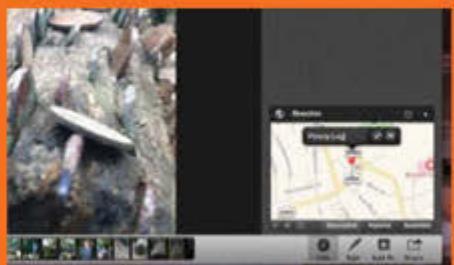
Room for improvement

Thought that was all we had for you? Think again! Read below for two extra helpful hints and tips for making geotagging a breeze.



1 Pick up and place

Use zoom and move on the Info Places map to recall the exact location a frame was snapped. You can then pick up and move the pin to this spot.



2 Using Places

You can create custom-made names for locations, eg 'Holiday home'. Type this name into the Places bar on the Info pane. It will then appear when you go to add locations to images.

Create a personalised calendar

Tired of starting the year with a generic shop-bought calendar? Why not design your own?



Time needed: 30 minutes

 That time of year always rolls around, when thoughts turn to new resolutions, new adventures and new starts, and to keep on top of all of these exciting changes you'll certainly need a new calendar. Don't get us wrong, we love cute kitten calendars as much as the next guy, but there's something really impressive, not to mention potentially touching, about creating a calendar with your own archive of iPhoto images. You can use pictures of family and friends, as a heart-warming reminder of fun times and great days out you had this year; or use it as an opportunity to show off your photography skills, adorning the pages of each of the months with luscious landscapes, powerful macros or something else entirely. So rifle through your collection and let's get creating!

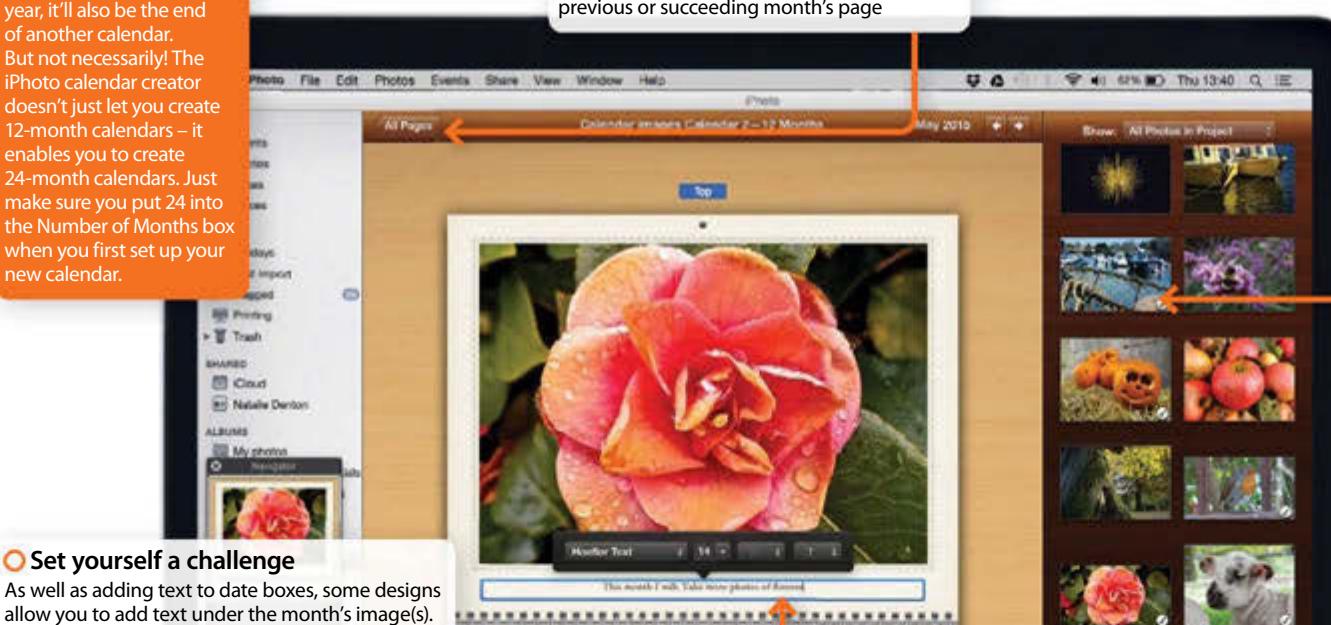


Never enough months in the year

When next December comes around it won't just be the end of another year, it'll also be the end of another calendar. But not necessarily! The iPhoto calendar creator doesn't just let you create 12-month calendars – it enables you to create 24-month calendars. Just make sure you put 24 into the Number of Months box when you first set up your new calendar.

Month to Month vs All Pages

When you're happy with the look and info displayed on a month's spread, you can either hit All Pages to return to all 12 month spreads or use the left and right arrows to flick to the previous or succeeding month's page



Set yourself a challenge

As well as adding text to date boxes, some designs allow you to add text under the month's image(s). This is great for setting yourself monthly goals and challenges or reminding you of upcoming important changes or events

Autoflow vs Clear Placed Photos

If your creative juice is at a low, cheat with Autoflow and let iPhoto fill your photo placeholders for you. Alternatively, plump for Clear Placed Photos to start with a clean canvas and fill those pages yourself



Tick, tick

A small white circle with a black tick appears in the bottom right-hand corner of the thumbnail images once they have been added to a page. This is to help you avoid using the same image twice



iPhoto | Create a personalised calendar



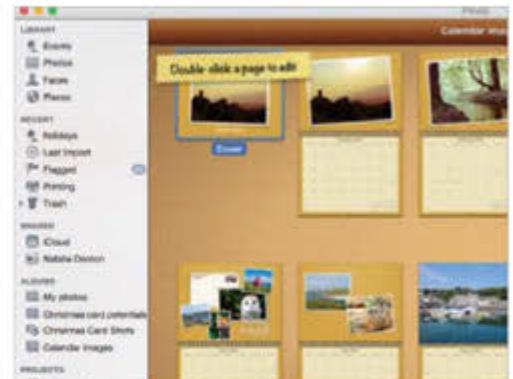
1: Little tricks

Group any images you want in a new folder, then open the Edit suite and perfect every picture. Select all the images you want to use and hit Share followed by the Calendar icon.



2: The carousel

Opt for your favourite design from the carousel. Next, choose a start month and year, which country's holidays you want to be included and any other appropriate events from the list.



3: Getting started

The calendar creator will now display your calendar for you. If you don't like the calendar's design and layout, you can simply go back to the carousel by opting for Change Theme.



4: To Autoflow, or not to Autoflow

iPhoto's clever calendar creator automatically assigns your images and its page layouts randomly. You can keep the pictures where they are or use Clear Placed Photos to start afresh.



5: Pick and choose

To start adding images, select a month (highlighted in blue), then drop the chosen image onto the photo placeholder. You can hit Autoflow to have iPhoto complete it for you.



6: In to position

Here you can use the image's zoom tool to add impact. Once an image has been added to the calendar, a small tick appears on the thumbnail to show it has been used.



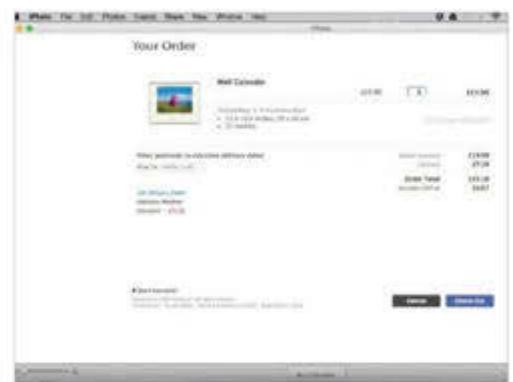
7: Change it up

If you want to add more than one image, choose a month, then either opt for Layout or click the empty placeholder to choose a new layout with the preferred number of photos.



8: Personalise it

iPhoto can automatically add in your preferred country's national holidays, plus any events from your personal calendars. To add your own, simply select the date and type in the details.



9: Ready, steady, order!

When finished, read through your calendar carefully, checking for typos and duplicates. When you're sure you are ready, select Buy Calendar, followed by quantity and Check Out.

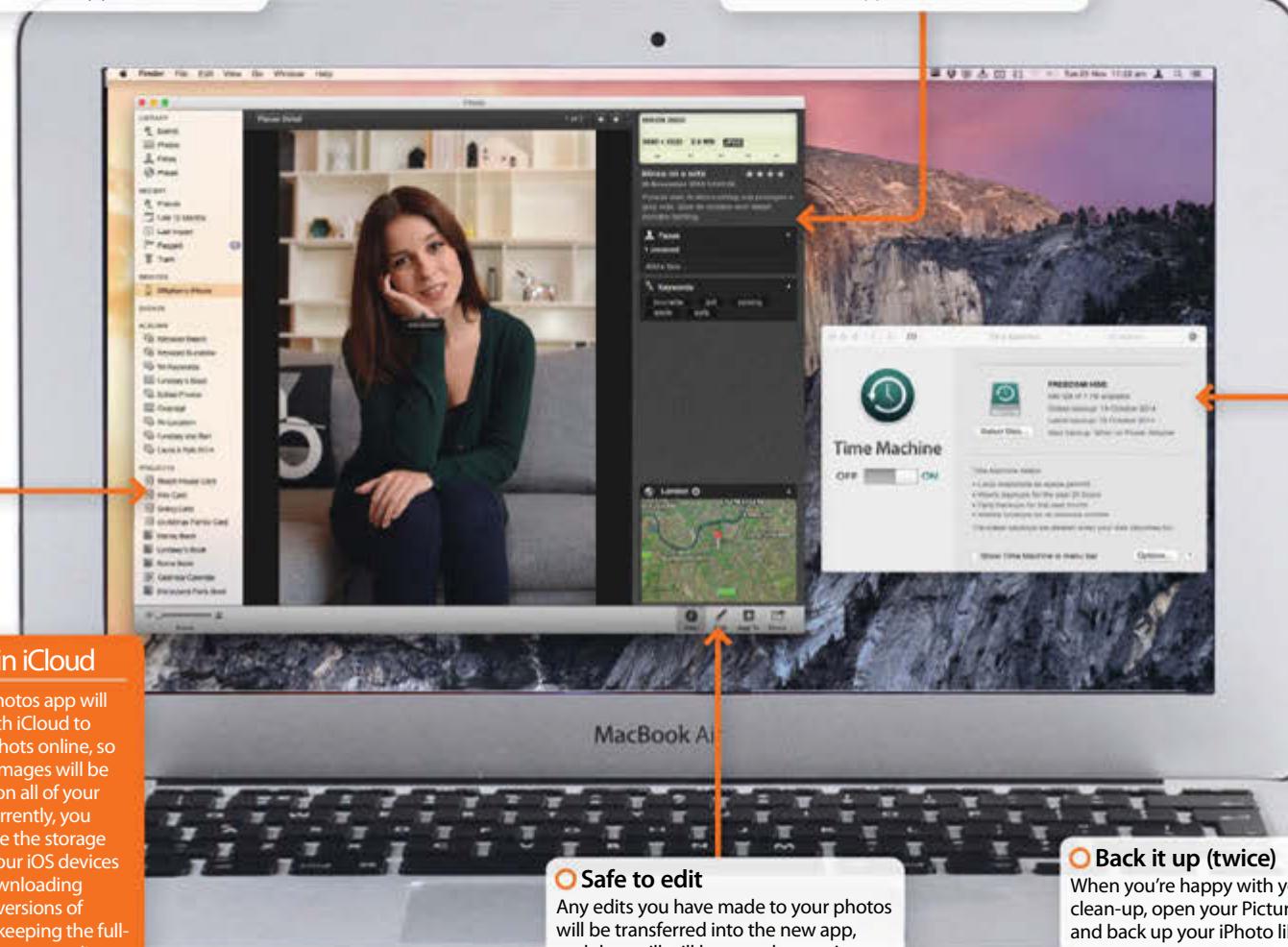
iLife & iWork

Finish your projects

Apple hasn't announced how the Photos app will be dealing with things like Calendars and Photo Books, but just to be on the safe side, finish up your current projects and order any you want

Titles and descriptions

Add Titles and Descriptions to all your shots where possible – the more descriptive words you use, the easier it will be to find your photos with a search when the new app launches



Photos in iCloud

The new Photos app will sync up with iCloud to save your shots online, so all of your images will be accessible on all of your devices. Currently, you can increase the storage space on your iOS devices by only downloading optimised versions of shots, and keeping the full-resolution images online – the same may be the case for Photos for Mac, too.

Safe to edit

Any edits you have made to your photos will be transferred into the new app, and they will still be non-destructive, so you will be able to revert to the original photo with a click if you wish

Back it up (twice)

When you're happy with your library clean-up, open your Pictures folder and back up your iPhoto library to an external drive. You can also back it up with Time Machine to make sure your shots are safe

Prepare your library for Photos

Get ready for Apple's upcoming Photos app with these great organisational tips



Time needed: 20 minutes



When Apple first announced OS X Yosemite in June 2014, it also announced that it would be developing a new app, called **Photos**. At the time, it simply said that it would be available in early 2015, and that it would be replacing both iPhoto and Aperture on the Mac.

This isn't all bad news though – the new app will integrate much more easily with iCloud, as well as offering new and more powerful editing tools. But with this app's release quickly approaching, it's time to start organising your library to make the transition quick and easy. These tips will not only help you keep your iPhoto library in top condition, it will also ensure that all your photos are sorted properly when you move over to the new app on your Mac.

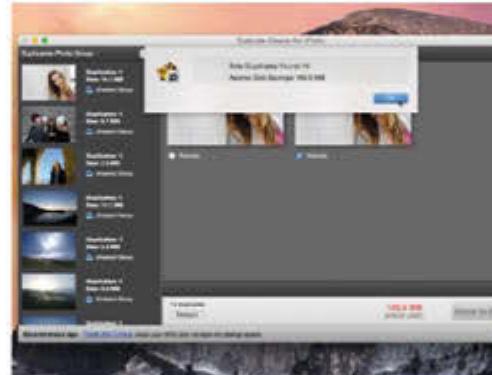


iPhoto | Get ready for the Photos app



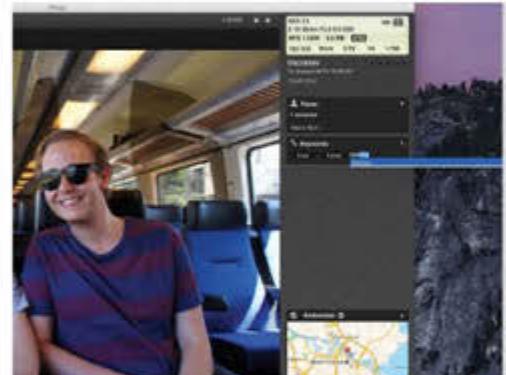
1: Merge Events

One way to clean up your library is to tidy your Events. By default, a new event is created for each new day of photos, so drag one onto another, or right-click and select Merge Events.



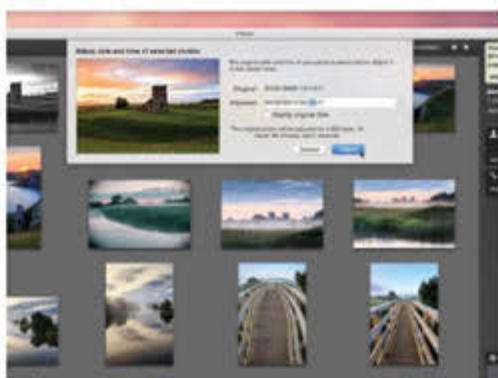
2: Remove duplicates

Grab an app called Duplicate Cleaner For iPhoto for free from the Mac App Store and use it to search your library for images that have been duplicated, and then delete them.



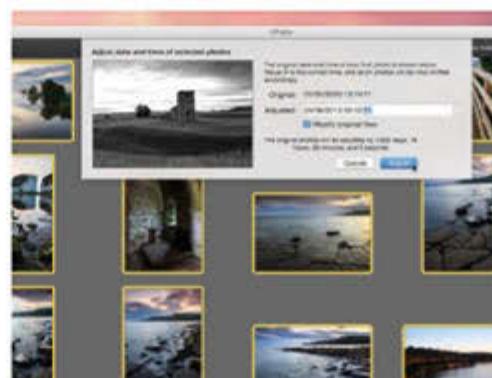
3: Add keywords

Go through your shots and add keywords to as many of them as possible. This will make it much easier to search through your library for a specific shot when Photos launches.



4: Change dates and times

If you took your photos on a camera that wasn't set up properly, dates and times may not be correct. To change this, choose a shot and click Photos>Adjust Date and Time.



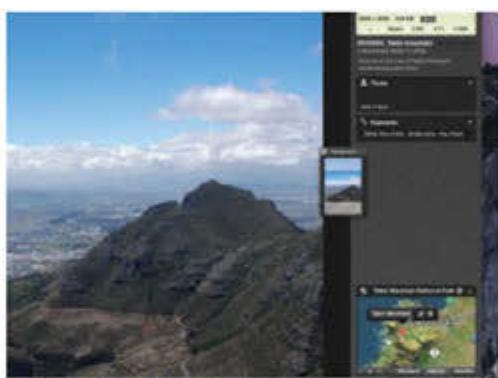
5: Update them all

You can also edit multiple shots – select all the shots from a camera and choose the same option. Set the time of the first shot and the rest of the info will adjust accordingly.



6: Add location data

If you took your photos in a location without a GPS locator, you may want to add location data for images to make them easier to search. Choose a photo and click Info.



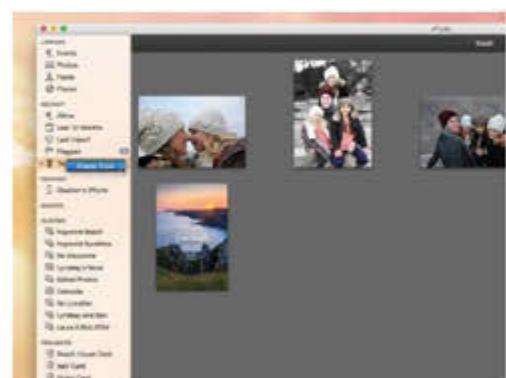
7: Search and pinpoint

Click Assign A Place and type in a location to search. Select the correct location, then click and drag on the pin, dropping it in the precise location that the shot was taken.



8: Add a Key Photo

Go back into the overall Events view, then hover your cursor over an event. Scroll through the shots by moving your mouse left or right, then hit the Spacebar to set a Key Photo.



9: Empty the Trash

When you've finished cleaning up your library, remember to empty the Trash by right-clicking on the icon and choosing Empty Trash – this will save a big chunk of disk space.

Design and print a greetings card

Shoot, design and print your own personalised greetings cards



Time needed: 20 minutes

When holidays approach there's no better time to photograph, design and print a set of personalised greetings cards. To begin with, consider who or what you want to show in the photo: it could be family, friends, pets, yourself or perhaps even a wintry landscape or artistic still life. Consider lighting – either natural or artificial – and use it to illuminate the setup, and also give thought as to what is attracting and distracting the eye. If you opt for a group portrait, try to make the composition more interesting by arranging the people at various heights or shoot from an unusual angle. You may also want to set a theme so everyone is wearing similar clothes and you could even dress the backdrop with appropriate decorations. Whatever you celebrate, why not give it a try?



Get up close and personal

Most of the cards in the iPhoto collection are regular-size affairs and so you won't want the text to be too big. The problem with this is that when you create the card, you may have trouble reading the text as it is shown rather small. The solution therefore is to use the Zoom bar to get in nice and close, then the Navigator to find the area of the card you want to see.

Hate it, change It

If you're not feeling your creation and decide you'd rather use one of the other designs you saw earlier, simply plump for Change Theme on the top-left of the interface



Buy it now!

This is the button you'll need to click when you finish fiddling. Then, if you've left any default text on the card, iPhoto will warn you, ready for you to delete and write your own words



Layout

The Layout tools in the card creator suite enable users to alter the number of photos that are shown on the card, the arrangement of those photos and also the card's colour

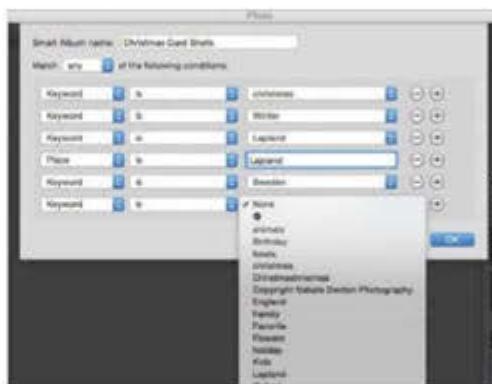


iPhoto | Create a greetings card



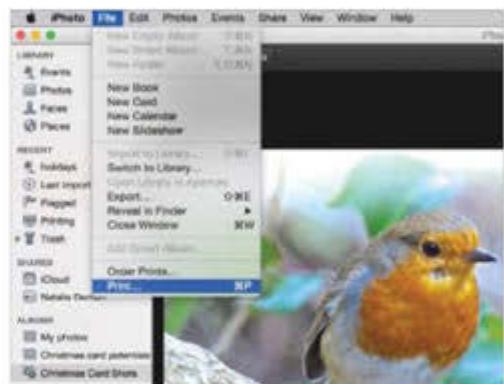
1: Start a collection

Identify images that you could use by scanning through your collection. Cmd+click any you like and use Cmd+N to put them together, or use a Smart Album by heading to the File menu.



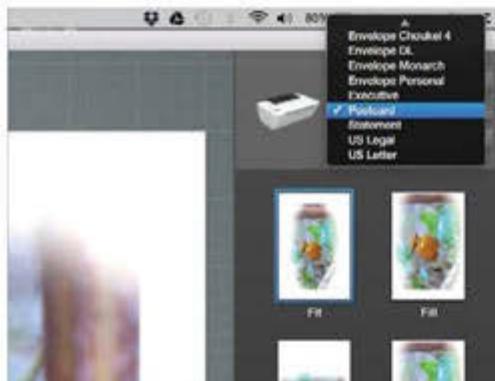
2: Or get smart

Give the album a name and use Keywords to source relevant imagery such as winter, Christmas, snow etc. Or you could use Date to identify images taken during this time of year.



3: Picture perfect

Highlight your favourite of these frames and hit Edit to perfect the image using Adjust to add a cool wintry blue hue, and Effects for a snow-style Matte border. Hit Cmd+P to print.



4: Festive DIY

If you have a good photo printer, you can use iPhoto's print settings to aid you in creating your card DIY style. Select from the list of sizes and choose how much of the canvas is covered.



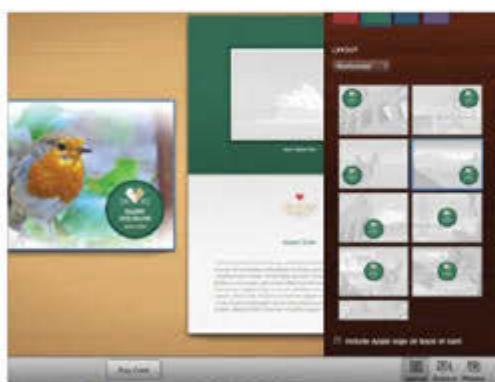
5: A cut above

For a more professional-looking card, however, iPhoto's in-house card creator is easy to use and the results look incredible. Highlight the edited image and select Card in the Share palette.



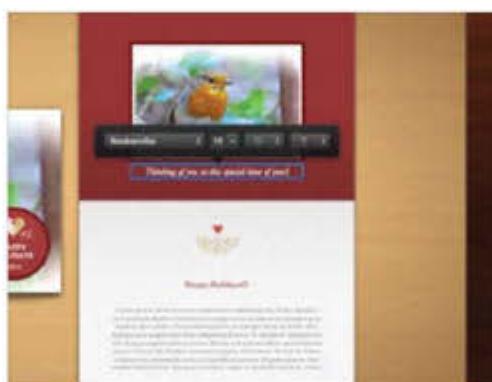
6: Choose a style

Click on the carousel of designs to navigate your way to appropriate options, or use the drop-down menu. The size, price and layout information is displayed at the bottom.



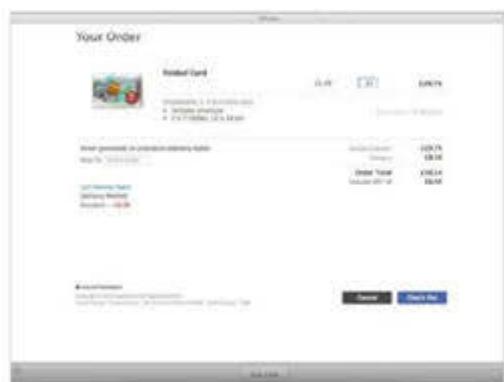
7: Customise your creations

Use the Layout button at the bottom-right to choose how your card will look and how the image or images are displayed. You can also change the card's background colour here.



8: Literally literary

Type your personal messages into the available text fields. You can alter the font size and style, alignment and spacing. Be sure to spell-check, correcting anything with a red error line under it.



9: Buy, buy, buy!

When you're happy, plump for Buy Card. iPhoto will then alert you if you have left any placeholder text on the card. Then choose how many cards you want, and check out.

Fix red-eye

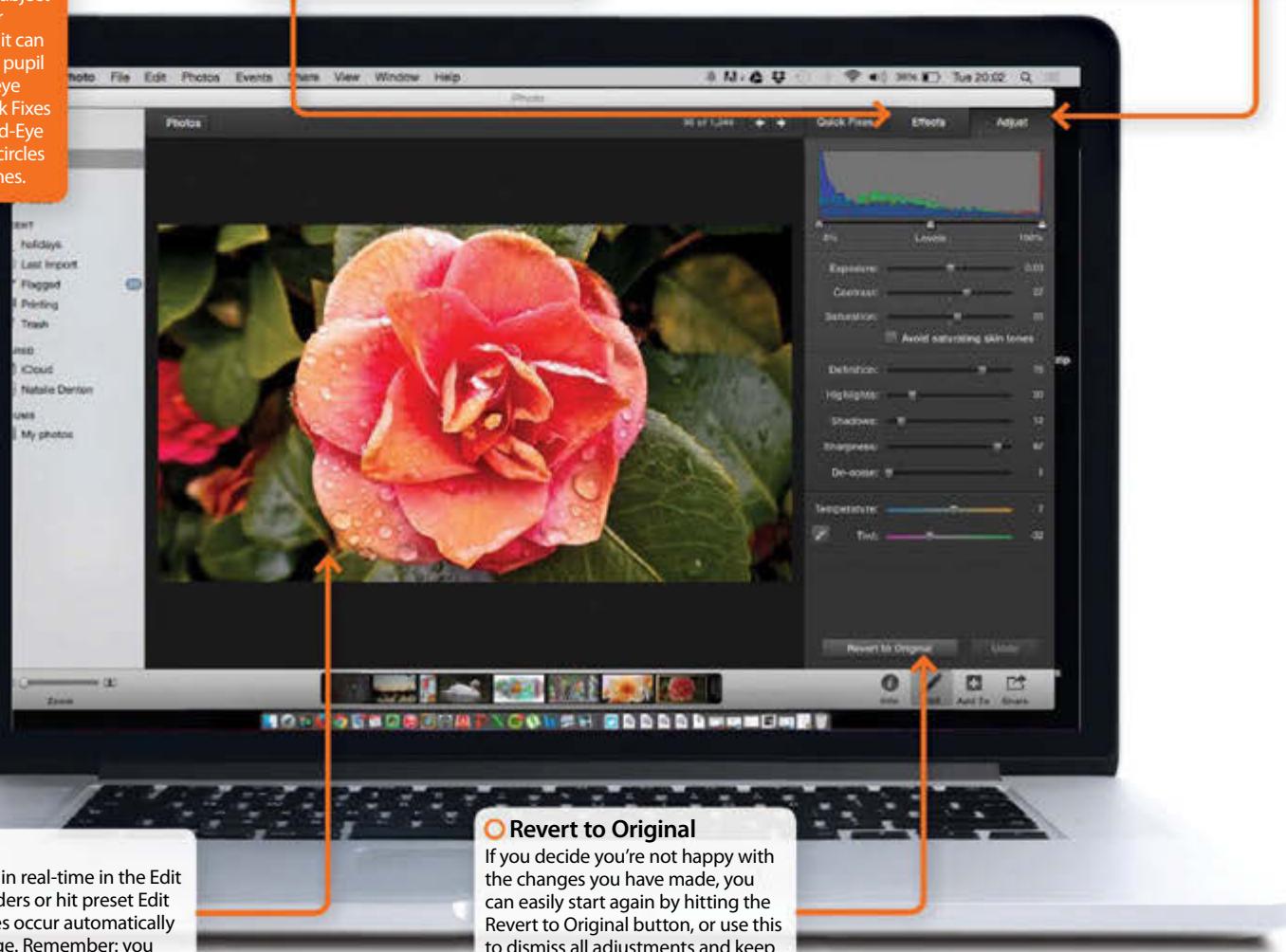
Red-eye occurs as the result of the flash illuminating the back of our retinas. Usually this isn't a problem, but when it's very dark or the subject is young, old, tired or under the influence, it can take too long for the pupil to close and so red-eye occurs. In Edit's Quick Fixes panel, use the Fix Red-Eye option to add black circles in place of the red ones.

Effects

The Effects tab contains a palette of preset options that attempt to resolve problems with one simple click of a button. Come here for easy-to-rectify complaints, but for more precision it's better to use Adjust

Adjust

The Adjust palette contains dozens of controls ideal for gently tweaking certain aspects of the image. They can easily be reversed by pulling the slider back the other way



Preview

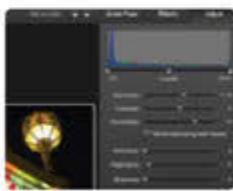
Changes are shown in real-time in the Edit suite. As you pull sliders or hit preset Edit buttons, the changes occur automatically on the Preview image. Remember: you can always use Undo to go back a step

Revert to Original

If you decide you're not happy with the changes you have made, you can easily start again by hitting the Revert to Original button, or use this to dismiss all adjustments and keep the image the way it was

Correct common photo problems

Underexposed? Wonky? Blue? We show you how easy it is to correct typical image issues



Time needed: 45 minutes



There's always room for improvement when it comes to photography. By cropping photos you can enhance the overall composition and draw attention to the focal point. By tinkering with exposure you can draw out details previously lost in the shadows or blown out in the highlights. Pumping up saturation will make colours pop and increasing the image's definition can help to correct lens distortion and camera shake. iPhoto's Edit suite is the perfect place for making these changes, as it's easy to use and stacked full of helpful solutions. Its Quick Fixes section addresses typical photo flaws, the Effects tab gives users access to one-click presets and Adjust offers precision controls for enhanced editing. Turn images from mundane to mesmerising.





iPhoto | Fixing photos with iPhoto's Edit suite



1: Distracting backgrounds

It's all about what you want the viewer to see. If your photo has distracting elements, the eye will be pulled away from the main subject. Use Edit's Crop tool to focus attention.



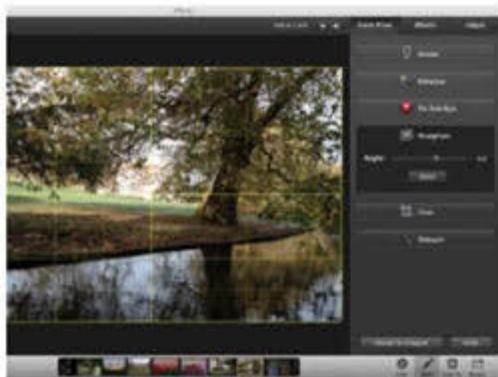
2: Orientation issues

If you've shot something in one orientation but think it would have worked better in the other, head to Crop, tick Constrain and select Constrain as Portrait (or vice versa).



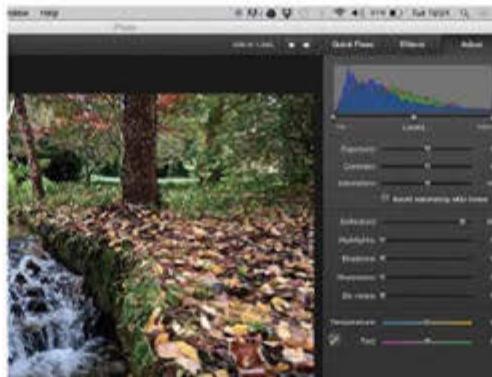
3: Exposure

A dark image is underexposed; too bright and it's overexposed. In Adjust, tweak the exposure (left/right to darken/brighten). Lift the Shadows and Highlights sliders to regain details, too.



4: Wonky horizons

If your horizon is a little off kilter, head into Edit's Quick Fixes followed by Straighten. Here you'll need to drag the slider left or right to perfect the result. Hit Done when you're satisfied.



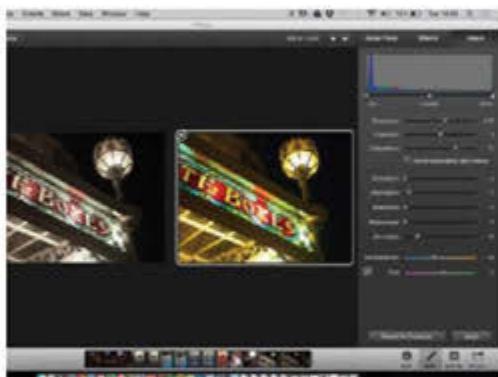
5: Make softness sharp

A slow shutter can capture soft movement, and a wide aperture allows for soft backgrounds. If you later want the movement or background to be crisper, drag the Definition slider right.



6: Make sharpness soft

We can use Effects' Edge Blur tool to soften the edges of an image. This is particularly useful when you want to draw attention to the centre or focal part of the frame.



7: Drab to dazzling

Sometimes an image needs more punch. Do this by boosting the Saturation in Adjust. If there are people in the image, click 'Avoid saturating skin tones' or they'll look distorted.



8: Colour cast

Cameras can get colours wrong, resulting in white areas looking slightly blue or orange. Take the Temperature scale in the opposite direction or use Warmer/Cooler in Effects to fix this.



9: Sad sunsets

If you've captured a sunset but it wasn't as stunning as you'd hoped, head to Effects and use Warmer to maintain the variances of hues. Then use Boost if needed.

Adjust colour in movie clips

Correct colour problems for more attractive clips, courtesy of iMovie's colour controls



Time needed: 15 minutes



There are many reasons why you might want to adjust a clip's colours. For starters your camera/camcorder can find it a challenge to capture a scene's true colours. Different light sources (such as natural artificial light) produce different colour temperatures. This can cause outdoor footage to look too cold (blue) or indoor clips to look too warm (orange). You can set your camera to use a suitable white balance preset setting (such as a Daylight, Cloudy etc), which will cause the camera to create white-looking whites and counteract any warm or cool colour casts. However, due to other camera presets you may find that your footage's colours look drab and desaturated. Thankfully iMovie can make these colours appear more vibrant as you'll discover in our walkthrough.



Picture styles

By taking control over your camera or camcorder, you can modify colour in-camera, which saves you adjusting colour using iMovie's post-production tools. Choose a white balance preset that suits the scene (such as Tungsten for indoor lighting). You can also choose picture styles such as Vibrant, which will produce clips with strongly saturated colours.

Color correction

This icon gives you access to more colour adjusting tools. You can manually boost a clip's saturation strength using a slider or click the Enhance icon to let iMovie automatically attempt to improve the colour and tone

Color Balance

Click this icon to access a host of tools designed to create a healthy white balance. Tools such as the White Balance eyedropper enable you to remove warm or cool colour casts from every frame of your footage in one click

Temperature

If a shot is too cold and suffers from a blue colour cast, drag this slider to the right to create tint-free colours. If it looks too warm (orange) then drag the slider to the left to cool things down

Non-destructive corrections

You can experiment with different colour adjustments safe in the knowledge that you can always click the Reset button and restore the clip to its original state

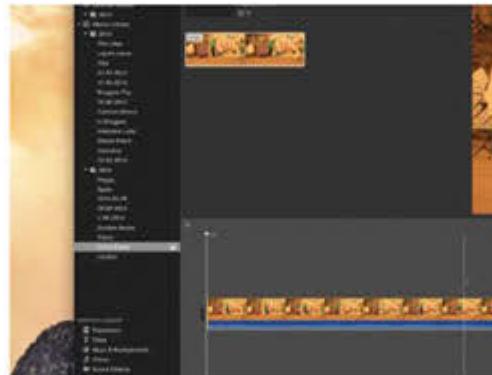


iMovie | Correct and improve colours



1: Create an event

Go to File>New Event. Label the event 'Colour Event'. Go to File>New Movie. In the Create window choose No Theme. Click Create. Name the movie 'Colour Movie'. Click OK.



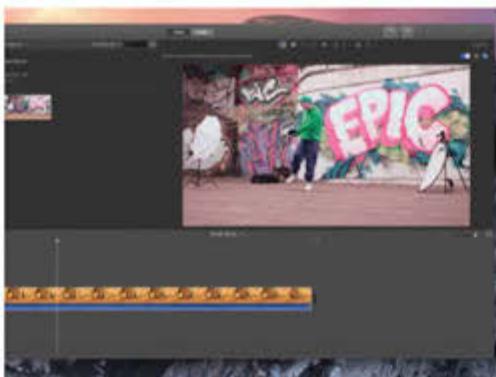
2: Import a warm clip

A new Project icon will appear, as well as an empty Timeline. Click the Import Media button and browse to a source clip. In our example we have a clip that looks too warm.



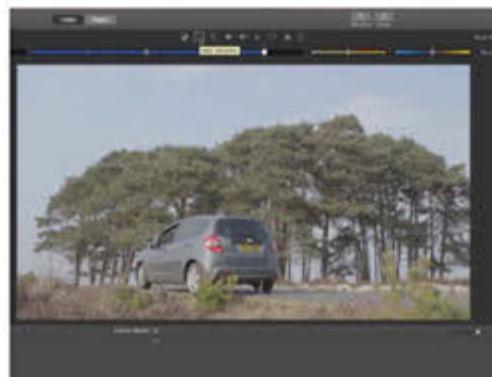
3: Get the balance right

Click the Color Balance icon above the viewer. You have the option to click on either the Skin Tone Balance or the White Balance buttons. The latter is more precise, so click that.



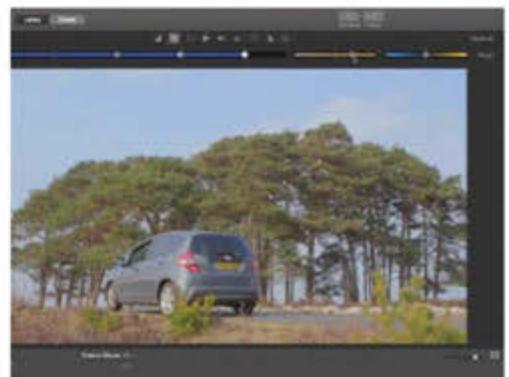
4: Cool it down

Click the eyedropper on an object that should be a neutral white. If the sampled pixels are too warm, the tool will cool them down, creating more natural colours everywhere.



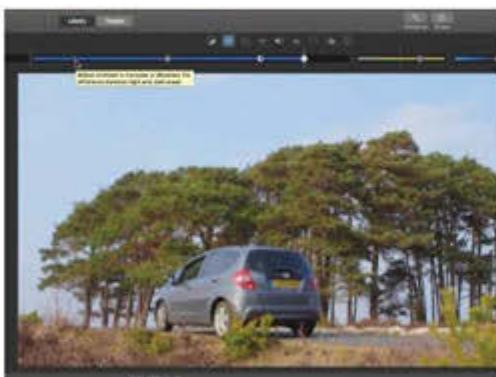
5: Weak colours

You can set some cameras to use a neutral picture style that produces drab colours (such as those in our example clip). This allows you to decide how vibrant the colours will look.



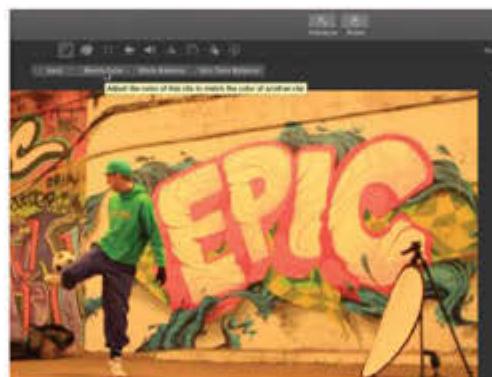
6: Boost saturation

To manually boost the strength of a clip's colours, click on the Color Correction icon above the viewer. Drag the Saturation slider to the right to boost the vibrancy of the clip's colours.



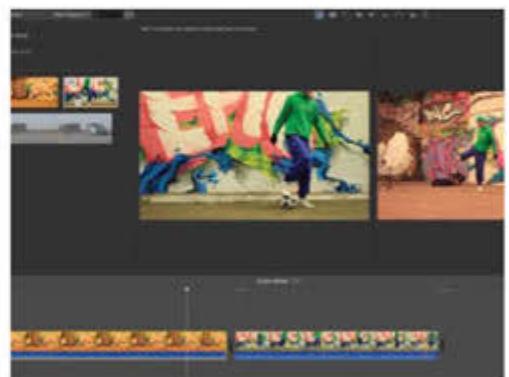
7: Tweak tones

Brightening up underexposed areas can reveal drab colours, so a boost in saturation is a good plan in this instance. A contrast boost can create more vibrant colours, too.



8: Match Color

If you have a series of clips that suffer from an inconsistent colour balance, then they won't cut together in the Timeline. Click the Color Balance icon and then click Match Color.



9: Consistent white balance

Use the Eyedropper tool to click on the corrected clip in the Timeline. Click to make the problem clip match the selected frame's healthier colours and tones. Click the tick.

Video effects

After manually tweaking a clip's colours and tones you can add further enhancements by clicking on one of these preset video effect thumbnails. Here we've added a vignetted edge to give our retro subject a vintage look

Colour correction

Click here to adjust a selected shot's colour saturation, tone and temperature by dragging sliders. This enables you to give each clip a distinctive look (such as the warm vintage tint in this example)

Copy and paste

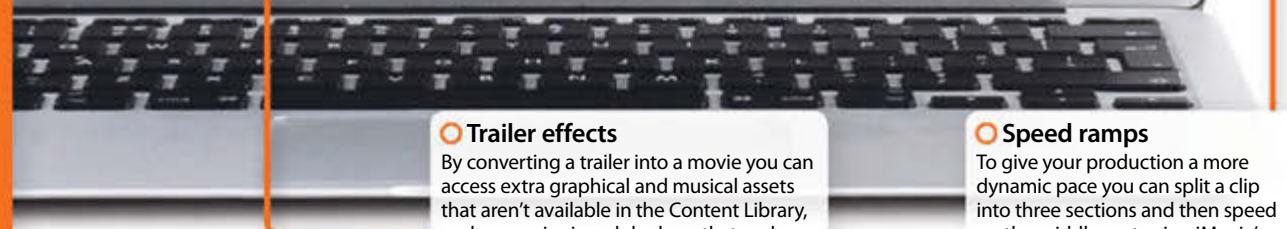
After experimenting with colour adjustments, video effects, Ken Burns camera moves and more, select the modified clip and choose Edit>Copy. You can now select an unprocessed clip in the Timeline and choose Edit>Paste Adjustments. Pick All, or select to transfer a particular adjustment such as Colour Correction, Crop, Video Effect or Speed.

Trailer effects

By converting a trailer into a movie you can access extra graphical and musical assets that aren't available in the Content Library, such as a spinning globe logo that endows your production with a blockbuster look

Speed ramps

To give your production a more dynamic pace you can split a clip into three sections and then speed up the middle part using iMovie's Fast Forward menu



Add blockbuster FX to your movies

Use post-production techniques to give your clips a slick Hollywood-style finish



Time needed: 20 minutes



When you watch the 'making of' footage of a Hollywood blockbuster, the quality of the clip looks different from the same scene in the finished movie. This is because Hollywood spends much time and effort digitally altering the colours and tones of footage to give it a specific look. They may also add digital camera moves such as a zoom to make a statically framed shot look more dynamic, or re-time the footage to speed through the action and then suddenly slow things down to focus on an event. We'll show you how to indulge in a little Hollywood style grading, add a vignette effect and create some speed ramps to give your footage a more dynamic look. You'll also discover how to plunder music and graphical assets from iMovie's Trailers.





iMovie | Apply blockbuster post-production effects



1: Create a trailer

Create a new Event, import our seven clips and choose File>New Trailer. Click to select the Action trailer. Click the Create button, label the trailer Blockbuster movie and click OK.



2: Convert to movie

Choose Convert Trailer to Movie. This gives you access to assets such as a studio logo, graphics and music that you can't find elsewhere. Delete the grey placeholders in the Timeline.



3: Add the clips

Shift-click to select the seven clips and drag them to just after the studio globe has finished playing in the Timeline. The up tempo music enhances the battlefield action.



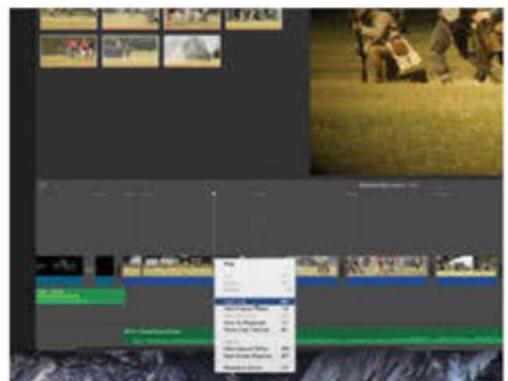
4: Grade the clip

With the clips still selected, click the Colour correction icon. Increase the contrast, drop the strength of the saturation and warm up the temperature for a retro sepia tint.



5: Add a vignette

Click the Video and Audio effects icon. Set the Video Effect to Vignette to darken the edges of the frame. The grading and vignette will be applied to all the selected clips.



6: Split the first clip

On clip 01, scrub the playhead to just after the first shot is fired. Choose Modify>Split Clip. Scrub forward to and split the clip again after the soldier kneels to take aim.



7: Add a speed ramp

Shot01 is now in three sections. Click the middle section to select it. Go to Modify>Fast Forward>8x. This adds a dynamic burst of action to the middle of the clip.



8: Create a digital zoom

Click on Shot04 and click the Cropping icon. Click Ken Burns and click the End window. Resize and reposition it to create a close-up on the canon. Click the tick to apply the zoom.

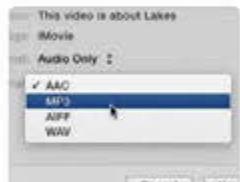


9: Add titles

Drag and drop the animated titles between the clips. Click on the text in the main window and edit it to accompany the action. Feel free to add speed ramps to other sections.

Find more ways to share in iMovie

Find out how to use new sharing options in Yosemite, including stills and audio clips



Time needed: 10 minutes

With the release of Yosemite, Apple rolled out an updated version of iMovie. As well as refining its interface to fit Yosemite's simpler 2D look, the latest version of iMovie boasts some useful extra features, especially when it comes to sharing. You can now export an edited iMovie project in Apple ProRes format, which enables you to produce high-quality results (without having to cough up for Final Cut Pro or Compressor).

Alternatively, you can create customised movie files that use the powerful H.264 compression format. These movie files have the advantage of looking good while being light enough to upload. We'll also show you how to share frames from your movie as stills, which you could then use as assets for other creative projects or to promote your movie on a website.



Artefacts

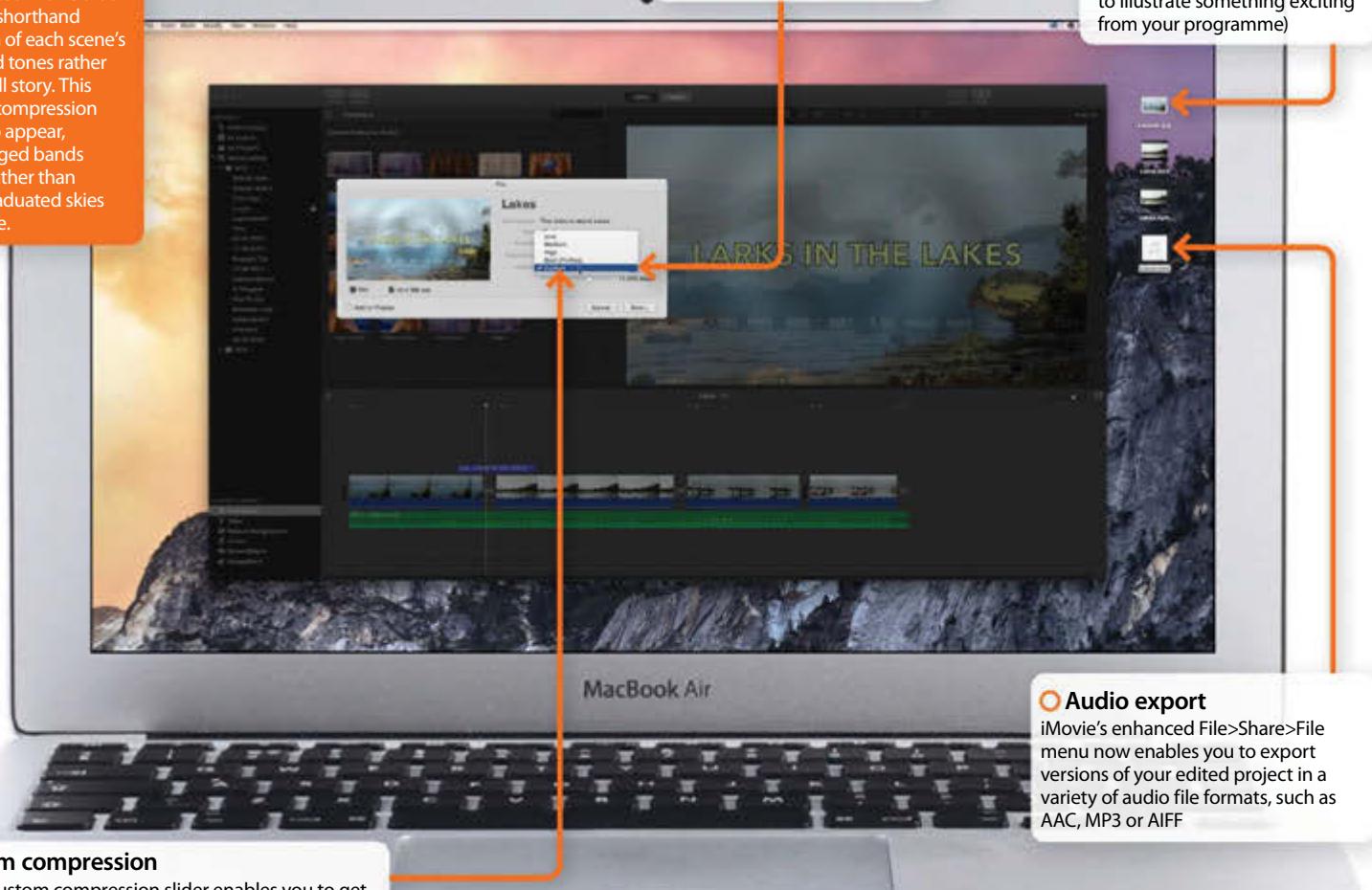
To help reduce file size, iMovie offers a range of compression formats. These compression settings render a version of your edited movie that contains a shorthand description of each scene's colours and tones rather than the full story. This can cause compression artefacts to appear, such as jagged bands of colour rather than smooth graduated skies for example.

ProRes

The latest incarnation of iMovie enables you to render a high-quality ProRes format version of your edited HD project. This format helps keeps compression artefacts at bay

Still frames

Unlike the older versions of iMovie, you can now export a specific frame from your edited video as a JPEG file. This still image can be used in creative projects (or as a poster frame to illustrate something exciting from your programme)



Custom compression

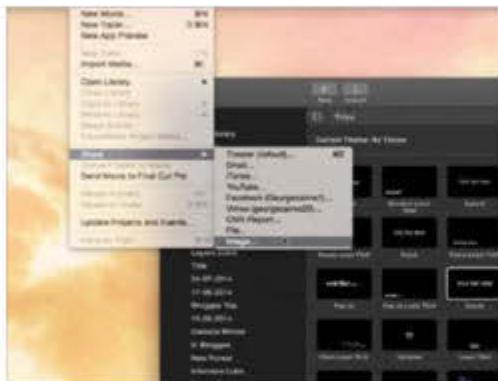
The new Custom compression slider enables you to get a balance between creating movies with lighter file sizes without introducing too many compression artefacts. It uses the popular H.264 compression technique

Audio export

iMovie's enhanced File>Share>File menu now enables you to export versions of your edited project in a variety of audio file formats, such as AAC, MP3 or AIFF



iMovie | Discover more ways to share



1: Share as a still

After editing your movie, you can export a frame as a still image. Place the playhead on the frame that you want to export. Go to the menu bar and choose File>Share>Image.



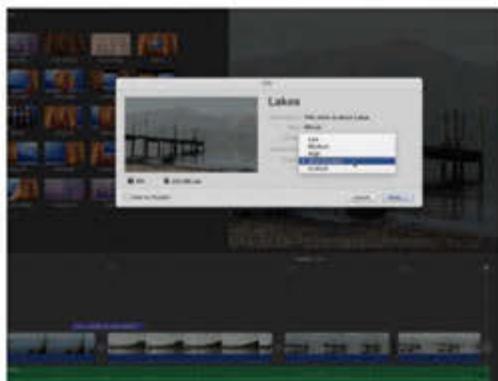
2: Save as a JPEG

The Save As window will appear. Label the image in the Save As box. Click Save. A 'Share Successful' message will appear. Click the Show button to reveal the image.



3: Useful image asset

Your exported JPEG format file can then be used in a variety of ways. For example, you can drop it into iBooks Author to illustrate text, or share it in a web gallery.



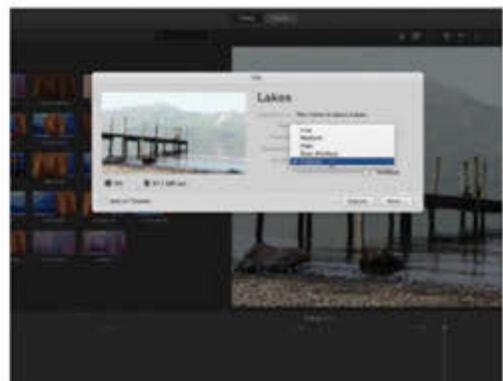
4: Go Pro

To create the highest quality version of your edited project, choose File>Share>File. Set the Format drop-down to Video and Audio. Set Quality to Best (ProRes). Click Next.



5: Large file size

In the next screen, choose a destination for your rendered ProRes movie. Click Save. In our example the ProRes version of a 28-second HD movie has a file size of 208.9MB.



6: Custom quality

To create a version of your movie that's more suitable for emailing or sharing online, choose File>Share>File. Set the Quality drop-down menu to Custom.



7: H.264 compression

This gives you access to a slider that chooses a custom H.264 compression setting. Drag the slider to the left to create a lighter, more compressed file.



8: Smaller file size

By using the Custom compression slider we can create version of our HD movie that weighs in at a lighter 47.1MB but still looks great and relatively free of compression artefacts.



9: Save a sound file

To create an audio file from your movie's content, choose File>Share>File. Set the Format to Audio Only and choose a File Format such as AAC or MP3. Click Next, then Save.

Enhance voiceovers with preset FX

Take advantage of iMovie's effects palette to add spice to your voice-overs



Time needed: 30 minutes



While it is simple enough to record a voice-over to accompany your iMovie tutorials, the chances are it'll come out a little dry. Fortunately, iMovie has a vast selection of preset audio effects that you can use to enhance vocal clips. Although there are several fun effects like Robot and Cosmic, which will transform your voice into something completely different, the more practical reverb effects like Small Room and Echo Delay are more likely to be used in serious projects.

These effects can also be used in harmony with iMovie's various speed settings for more flexibility. So even if you weren't able to record all you wanted to say during your video, you can speed up your voice-over without having to compromise the video by slowing it down.



iMovie | Use effects in iMovie



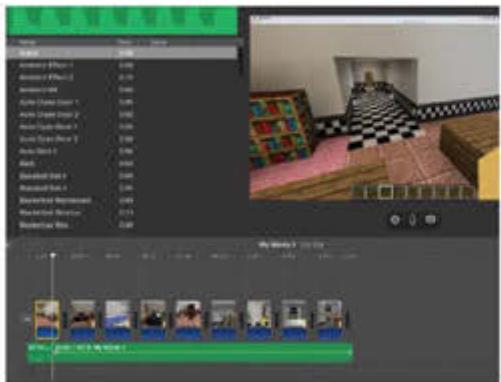
1: Import and record

Import your video and create a project. Choose the point you wish to record from. Press V and click on the Microphone icon underneath the preview window to record your voiceover.



2: Add effects

Once your audio clip is recorded, select it and press the 3 key to open the Adjustments bar. From there, select the second icon in from the right to access the Audio Effect menu.



3: Adjust volume

Your effect adjustment may have changed the volume of your track. To adjust this, drag the middle black line up or down, checking the track's waveform until you're satisfied.



4: Change the speed

Click the tortoise icon in the adjustments bar and select Custom from the Speed drop-down. Drag the grey bar on the top of your audio track to fit your video. Ensure 'Preserve pitch' is ticked.

Edit more sounds in your project

You don't have to record a separate audio track to make use of audio effects – use the video's sound itself or iMovie's library of sound effects.



1 Detach audio

1 You can edit a video's sound by tapping on the video track and following the tutorial. If you feel comfortable just editing the audio, detach it from the video by pressing Alt+Cmd+B.

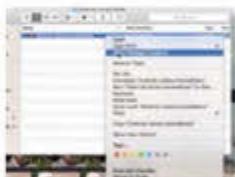


2 Sound effects

2 You can also use Apple's vast library of sound effects. Select them from the Content Library, then drag the one you want into your timeline. Now add the effect in the usual way.

Back up your iMovie library

Move old iMovie events to an external drive for safe keeping



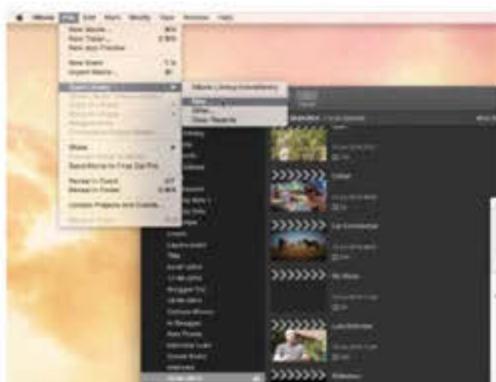
Time needed: 10 minutes



iMovie imports footage into events. You then cut an event's clips together in a project. Details of these events, projects and their clips are stored in the iMovie library file. By default this .imovielibrary file lives in your Mac's Movies folder. If you use Time Machine to back up, it will also back up your iMovie library file to a separate hard drive, so you can use Time Machine to restore your iMovie library. However, as HD video takes up a lot of space, your Mac-based iMovie library file can be many gigabytes in size. We'll show you how to create a new iMovie library on a separate drive. As well as storing new events in this new library, you can also move existing events to it. This gives you another way to back up events or free up space on your Mac's hard drive.

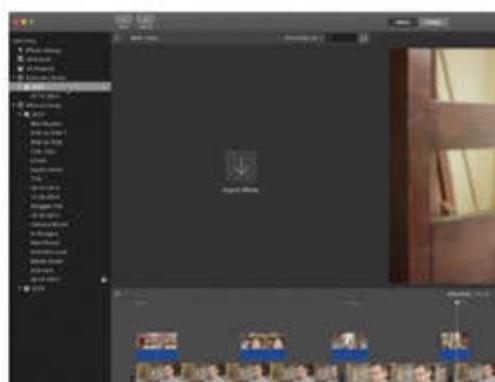


iMovie | Create and use a new iMovie library



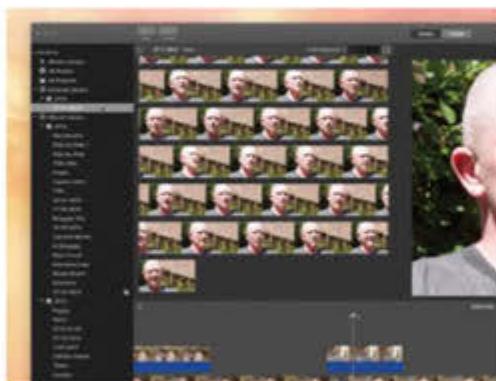
1: Create a new library

Go to File>Open Library>New. In the Save window, browse to your external hard drive. Create a new folder. Label the new library 'External Library.imovielibrary'. Click Save.



2: View the new library

Your new external library will appear in iMovie's Libraries panel. At this stage it will contain no events, projects or video clips. It'll just feature an empty event with the current date.



3: Import new clips

If you import clips from a camcorder or folder, they will be stored in the currently selected external library on your external hard drive. This stops them clogging up your Mac.



4: Copy or move events

To copy an old event from the original library to the new one, drag it to External Library. To move an old event so that it only exists in the new library, hold the Command key as you drag.

Library files

Discover how to locate your iMovie library files (whether they are on the Mac or stored on an external drive) and also how to view their hidden contents.



1 Where's my library?

To see where a particular iMovie library file is stored, right-click the iMovie Library label in the Libraries panel and choose Reveal in Finder from the pop-up menu. This will reveal the file.



2 View the content

The events stored in the iMovie Library. imovielibrary file are hidden. Right-click the file and choose Show Package Contents. Only move or trash iMovie clips from within iMovie.

Discover GarageBand's hidden Sampler

Uncover the powerful AUSampler plug-in to map samples to keyboard



Time needed: 25 minutes



Quite possibly one of the immediately fun aspects of GarageBand on iOS is the Sampler. Whether musician or not, people's faces cannot help but light up at the ability to take external voices before playing them back all 'squeaky' as it were. In truth a Sampler is a much more powerful instrument than it is novelty act, mapping sounds to keyboard and triggering useful synthetic textures. Some of pop, electronic and dance music's biggest tracks have used this tuneful playback of all kinds of samples to stunning effect. The great news then is that GarageBand on OS X retains a 'hidden' sampler in the shape of the AUSampler plug-in. Blink and you might not know it's there, so in this advanced guide we'll first locate it and then examine the essential features.

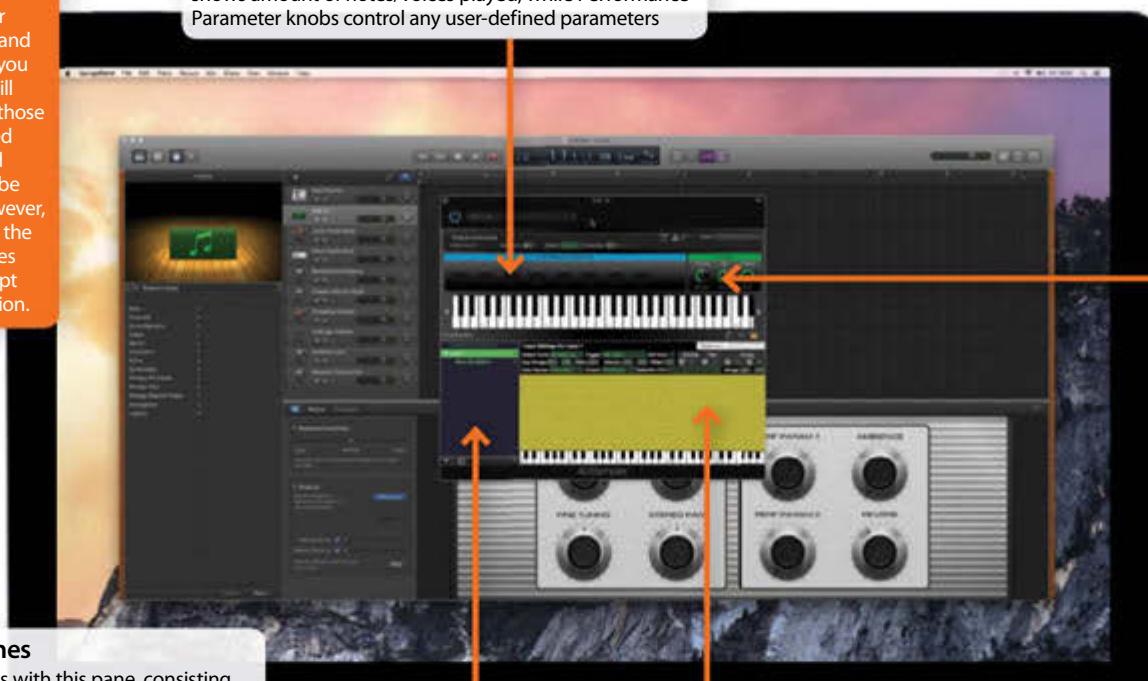


Recording the Sampler

Once you have activated the AUSampler in your track, added samples and tweaked Parameters, you can use it! The track will now sound based on those settings so all you need to do is hit Record and the sample notes will be captured as MIDI. However, if you do then change the track patch, those notes will subsequently adopt the new instrumentation.

Keyboard & Parameter buttons

The keyboard lights up as you play your MIDI controller, click the keys or use Musical Typing. The voice count shows amount of notes/voices played, while Performance Parameter knobs control any user-defined parameters



Layers and zones

The Editor panel starts with this pane, consisting basically of a list where loaded sounds are stacked. Layers and samples (zones) can be added via the plus and gear buttons, clicking the tick to bypass

Layer settings

This section toggles between Parameters and Key Mappings tabs. The latter provides options for how sounds are performed via keyboard. Here you can set Ranges, Root notes and Velocity, along with Volume, Pan and Tuning options

Global controls

The Global knobs control signal output, indicated in the green Output meter above. Tuning allows finer tuning of the current sample, Pan moves stereo audio left or right while Volume determines the overall volume



GarageBand | Discover the hidden AUSampler plug-in



1: Plug-ins menu

On a software track and within the Smart Controls Inspector, you'll find the AUSampler. Within the Plug-ins section, click the Instrument box to navigate the pop-out menu.



2: Pick the Sampler

Within the pop-out Plug-ins menu, navigate AU Instruments>Apple to find the AUSampler option. Here you can choose either Mono or Stereo, for our example we'll pick Stereo.



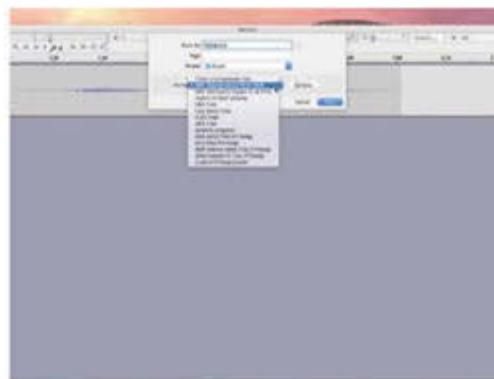
3: Sampler keyboard

The AUSampler window appears top-left. By default it shows a visual keyboard that can be clicked to sound notes or light up according to controller or musical typing.



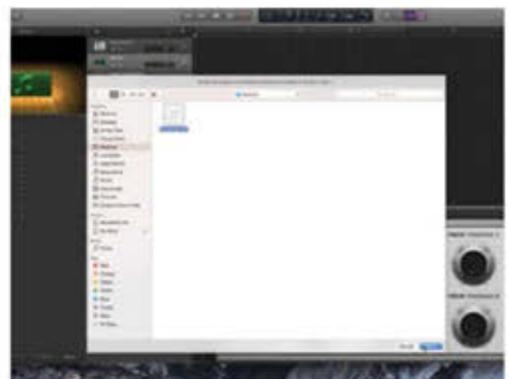
4: Adding samples

Click the Show Editor arrow below to show the Grid Editor. In the Layers and Zones list we'll add an audio sample by clicking the gear icon and choosing Add Samples.



5: Sourcing samples

In this example we're adding a short vocal sample recorded and trimmed within Audacity. You can import any such audio as you wish, with concise clips working best.



6: Select the sample

Our sample is saved as an .AIFF file although you can equally add .WAV audio. Use the Finder window to navigate to your sample, select and click the Open button.



7: Sound the sample

The sample is added to the current Layer, so you can bypass/delete any extra zones. Press a key to hear the sample, checking the Looping box to loop while holding a key.



8: Layer and edit

You can add more samples or zones to layers and add multiple layers. With two layers, for example, you can edit settings independently such as Trigger for key up/down.



9: Shaping the sound

The Parameters tab in the right corner lets you toggle additional knobs for tailoring how the sample sounds, adding Delay, Attack, Hold, Decay, Sustain and Release times.

Transposition Track

The Transposition Track is a special dedicated project track, applying specific changes to each applicable region in your song. Toggle it into view via Track>Show Transposition Track and apply automation points within it to change key

Transposition points

By clicking on the Transposition Track line you add marker points. These points are dragged up or down to raise the pitch and effectively switch key. They can be removed by pressing the Delete key

What is transposition?

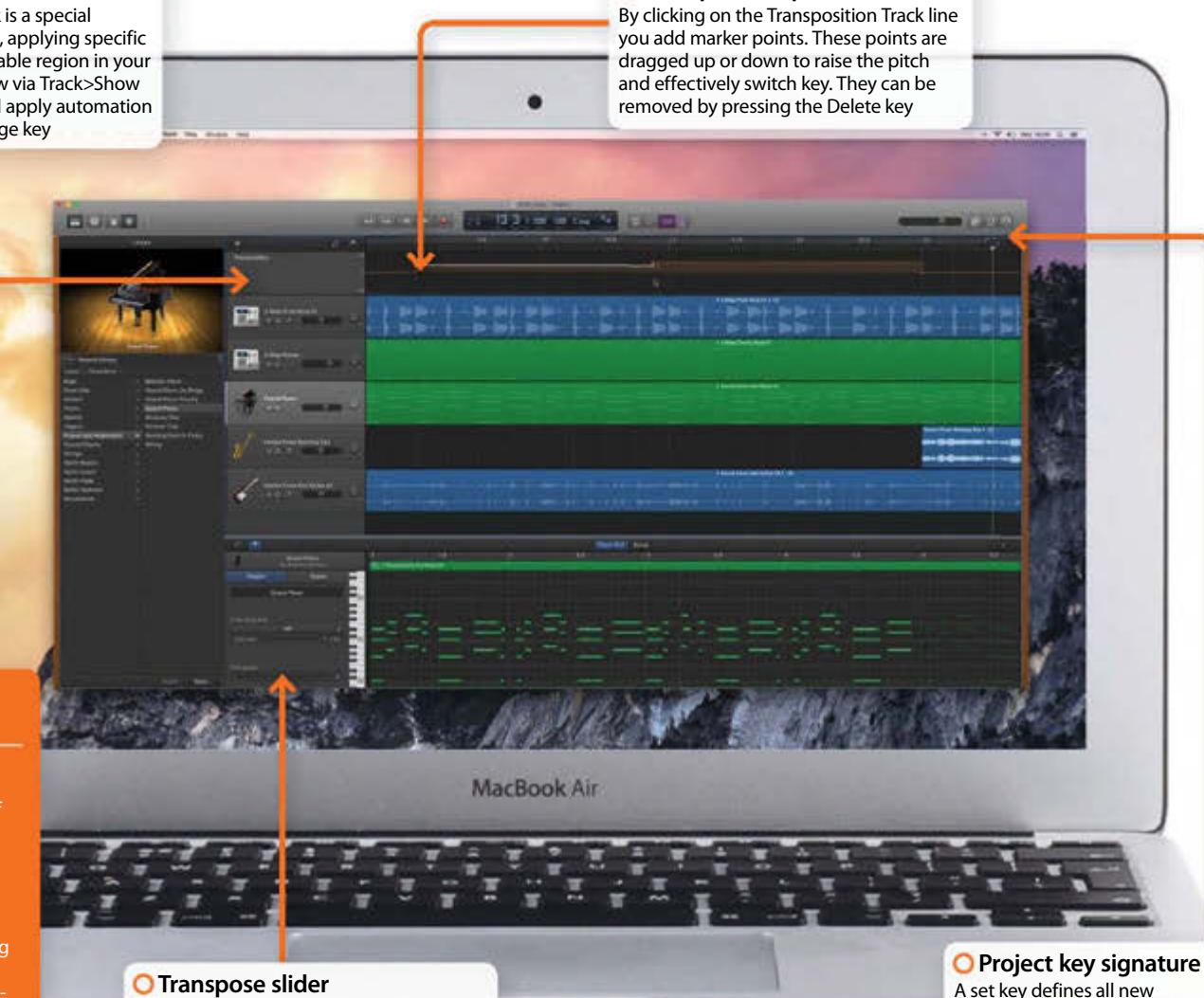
Key changes in GarageBand are really handled by a method of transposition. What this achieves is a movement of notes, a transport of position, of those same patterns into new tonal ranges. By implementing this via a Transposition track, this change is non-destructive, with notes returning to the original key/pitch when their values are returned to zero (0).

Transpose slider

The Transpose slider is within the Region tab of the Track Editor panel. If the region isn't adopting a key change despite Follow Tempo & Pitch being selected, you can use this to Transpose up or down

Project key signature

A set key defines all new GarageBand projects. This is by default C Major and is really used as a starting point for Apple loops. The 'zero' transposition point is from this original key signature



Shift key in your GarageBand track

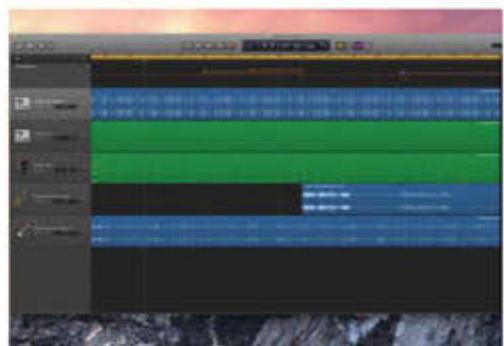
Change the mood and add drama to compositions by switching key within projects



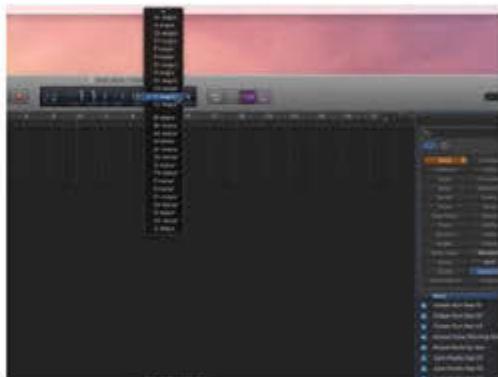
Time needed: 25 minutes



One of the more standard techniques in music, and certainly popular music, is the key change. This is commonly used to transpose a melody or chord sequence into a new tonal range, suggesting extra emotional depth. It adds more colour and interest to the music, generally requiring subtlety and skill for maximum impact. For those less versed in musical theory, GarageBand has several options for shifting keys without too much head scratching. Most effective when working with software (MIDI) tracks, switching your tracks collectively to a new key is as simple as changing tempo. However, over the following steps, we'll cover more dynamic methods for adding key-changing automations. These will enable you to shift keys like a professional!



GarageBand Shift through keys in your tracks



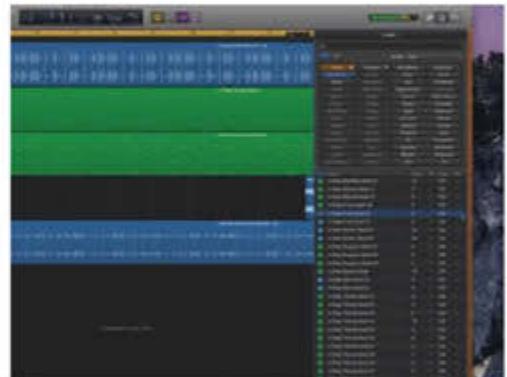
1: Original Key Signature

When you are setting up a new project in GarageBand, you may have a chosen key in mind. As with tempo or time signature, this is changed via the Key Signature pop-up.



2: Major/Minor loops

The chosen key for your project mostly applies to Apple loops. In the Loop Browser these can be sorted by a favoured key or filtered via the Major/Minor Scale drop-down.



3: Drums are keyless

Drums and percussion are undefined by a key, as you may expect. Drum loops, audio and MIDI types, therefore are 'keyless' and will be unaffected by any Transposition.



4: Follow Tempo & Pitch

With a project populated with tracks, you can again switch Key Signature. Audio (blue) tracks with Follow Tempo & Pitch checked, will adhere to key/transpose changes.



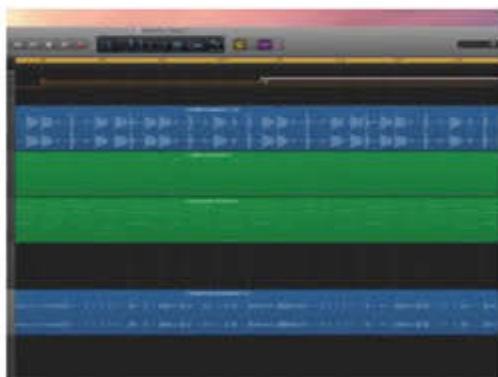
5: Show Transposition Track

A Transposition Track is used to plot automated pitch and key shifts at defined intervals along your project duration. To edit it, pick Track>Show Transposition Track.



6: Add transposition points

In the Transposition Track, click the line at a chosen interval to add a point. Drag the point up or down to transpose accordingly, observing the help tag indicating value.



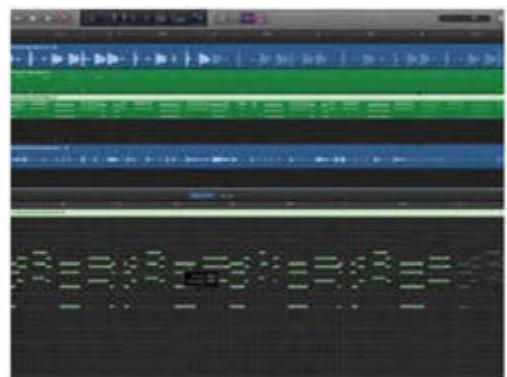
7: Edit transportation points

Zoom in on your project to fine-tune transposition points at precise timeline intervals. You can then reposition up, down, left and right or remove with the Delete key.



8: Transposing audio tracks

Recorded audio tracks often won't follow project transpositions. Here you can force regions to adopt a key shift using the Transpose slider in the Audio editor panel.



9: Transpose MIDI notes

Manual transpositions can be applied to MIDI (green) audio by shifting selected notes in the editor. Highlighting and dragging up or down the scale applies the same principle.

Expand your library with Audio Units

Bolster your options by downloading and customising extra sample libraries from the internet



Time needed: 20 minutes



GarageBand comes pre-installed with some great sounds that can be used across a range of genres and styles, but there comes a point when you need more. Upgrading to Logic Pro is certainly an option, but there are ways in which you can grow your sample library without having to shell out £139.99/\$199.99.

GarageBand is compatible with Audio Units – plug-ins that enable you to use sounds other than Apple's in your projects. While there are lots of premium options that can be downloaded and installed, you may be surprised at how many free ones you can get. While finding Audio Units on the internet is relatively easy, getting them to play nice with GarageBand can be a bit trickier. Read on to find out how to do it.



Compatibility

If you record using Audio Unit (AU) instruments and effects, they'll export to AAC/MP3/AIFF just fine, enabling you to play your AU-laden project to anyone. However, if opening up a GarageBand project (.band) file on a device that doesn't have those AUs installed, they won't load. A solution is to download the same AUs onto the new device, then reopen your project.

AU option

Make sure this box is ticked before you install an AU. You won't be able to use them in GarageBand unless this option is enabled

Instruments and effects

Use these to select your AU instruments and effects from those you've installed. To change one, just click the drop-down box and choose a new instrument/effect. You don't need to remove the old one first

AU interface

Most Audio Units (certainly premium options, at least) will have their own interface that you can use to tweak the sounds they produce. These act independently of the GarageBand framework

MIDI & live

You can use Audio Units on both software and live channels. You'll only be able to use effects on live audio, though. The AU menu in Smart Controls will change based on the type of channel selected

98 Mac OS X Yosemite Genius Guide



GarageBand | Activate and install Audio Units



1: Enable AUs

Before hunting for AUs to use, you need to make sure they're enabled in GarageBand. Open the app, then go to Preferences>Audio/MIDI. Tick the Effects: Audio Units checkbox.



2: Download units

Search for AUs on the web, then download one you want to use in your projects. Depending on the plug-in you're using, the installation process will differ, so follow the instructions.



3: Copy .component

Occasionally you may have to manually place a .component file. Put it in your ~/Library/Audio/Plug-Ins/Components folder and GarageBand should recognise it.



4: Software Instruments

Open your GB project, create a new Software Instrument and click the Smart Controls button at the top-left. Click the 'i' in the Smart Controls window to open the Audio Units menu.



5: Instruments

There are two types of AUs: instruments and effects. To use an AU instrument, click the Instrument button in the AU menu and go to the one you wish to use. You can edit its sound.



6: Effects

If you've downloaded an AU effect, you can use it with any of the other software instruments in GarageBand's library. You can combine more than one for a more experimental sound.



7: Recording

With your AU set up, you can start recording. The MIDI data is captured as normal, so you can change an AU instrument while listening to a project and it'll keep the same notes you played.



8: Editing and bypassing

To edit an AU's settings, hover over its button and click the slider icon. To remove it, click the arrows and select No Plug-in. To bypass the effect, click the power button.



9: Live audio & loops

You can also add AU effects to live audio tracks as well as Apple Loops. Try importing a pop song and see how you can change the way it sounds using Audio Units.

EQ section

A click of this button brings up a further EQ section that can be switched between a 7-band graphic-style EQ with sliders or a 2-band parametric, rotary-knob version

Mic position

To further shape your sound, hover your cursor over the virtual mic and a graphic will appear, allowing you to alter its position relative to the speaker cone

Which switch?

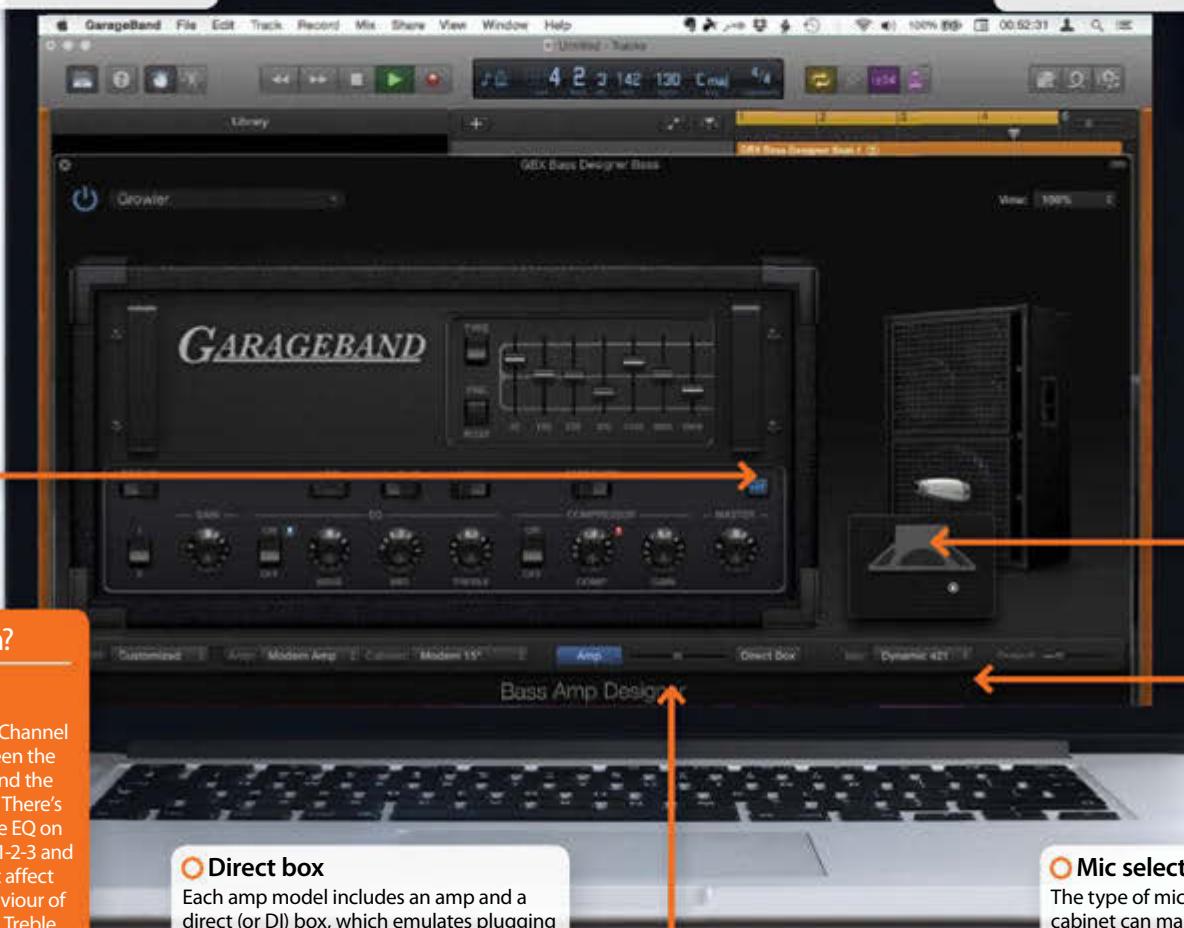
The Bright switch emphasises high frequencies while Channel I/II switches between the louder Channel I and the quieter Channel II. There's a switch to turn the EQ on and off, plus Low, 1-2-3 and High switches that affect the tone and behaviour of the Bass, Mids and Treble EQ knobs respectively. The Soft/Hard switch affects the compressor.

Direct box

Each amp model includes an amp and a direct (or DI) box, which emulates plugging directly into a mixing desk. You can use the amp or direct box independently, or blend the two using this slider

Mic selection

The type of mic used on your virtual cabinet can make a big difference to the sound. GarageBand offers three classic types to choose from, selected from this menu



Create a bass rig with Bass Amp Designer

A new Yosemite-flavoured GarageBand update brings joy to bass players across the world



Time needed: 15 minutes



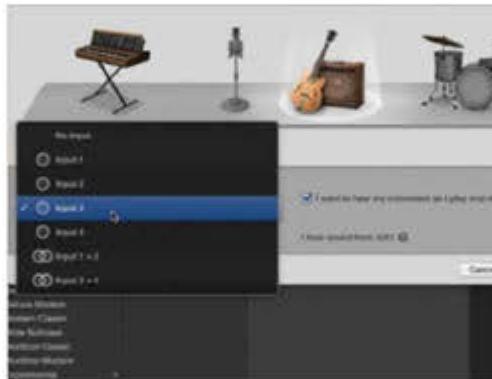
The launch of OS X Yosemite brought a pleasant surprise for Mac-based musicians in the shape of a GarageBand update, and most notable of the new tweaks and additions was Bass Amp Designer.

Similar to the existing Amp Designer for guitarists, the new feature offers a selection of virtual vintage and modern bass amps, cabinets and microphones. Each amp model emulates the sound of a famous existing bass amp and speaker cabinet combo, and you can mix and match amps, cabinets and even mic positions to create your own custom setups. You can work with Bass Amp Designer in three ways: with a live bass instrument, a MIDI track or with pre-recorded audio. So if you're all about bass, here's our treble-free guide to building your own rig.





GarageBand | Get started with Bass Amp Designer



1: Create bass track

Open up GarageBand and head to a project. First, create a new guitar or bass audio track by clicking the + button at the top of GarageBand's track list.



2: Choose input

Select the Record guitar or bass option, then click the Details down-arrow and select the interface that your instrument is connected to from the list of available input sources.



4: Access plug-in

Click the Smart Controls button in the toolbar, then click the 'i' button, followed by the Plug-ins down-arrow. To access the Bass Amp Designer plug-in, click its name.



5: Keyboard bass

To use Bass Amp Designer on a software instrument track, open the Library pane and choose any bass preset, then click the Bass Amp plug-in slot to access the controls.



7: Audition sounds

You can audition presets from the control panel if required, by selecting from the preset menu in the top-left. These are combo presets: combinations of different amps and cabs.

8: Customise

When you hit a preset that's close to your desired sound, you can start to swap and change amps and cabs by picking from the drop-down lists.

9: Save preset

After you create your own custom bass amp model, you can then save it as a custom preset in the Library by selecting Save As from the Preset menu.

Export in high quality

Master your music projects at maximum quality with advanced export options



Time needed: 5-10 minutes



Okay, so you've finally finished slaving over your latest track. Each take of every performance is perfect, effects have been added and track levels are mixed flawlessly. So what now? Well, you'll probably want to share this new tune. GarageBand has always made this final step easy – a matter of a few clicks for less discerning composers.

However, there are a number of more advanced options for squeezing out maximum quality during export. Starting with a trio of popular file types, choices now extend across AAC, AIFF and MP3. Within each you'll find useful preset bitrates for finding the ideal compromise between higher fidelity and compression. Here we'll explain the differences so your latest GarageBand exports sound as good as they should!



GarageBand | Export in high quality



1: Share options

To start, we access the export options via Share>Export Song to Disk on GarageBand's main taskbar. This offers more control over quality and destination for the export.



2: Export Song to Disk

The Export Song to Disk dialog prompts for a name, any tags and where you want the file saved. Below this are toggles for AAC, MP3 and AIFF and associated quality settings.



3: Choosing file format

MP3 provides lower quality but better compression and compatibility. AAC is slightly better but AIFF is uncompressed so offers highest quality but larger file sizes.

4: Setting quality

The Quality drop-down menu sets the kbit/s rate for AAC and MP3; the higher the better. AIFF options offer 16-bit (CD quality) or 24-bit, being ideal for post-production usage.

Additional settings

Don't take chances with quality. Familiarise yourself with these two extra export options.



1 Advanced Preferences

In GarageBand's Preferences, under the Advanced tab, you should have Audio Recording Resolution set to 24-bit to capture audio at the highest quality before exporting.



2 Export Cycle Area Only

This checkbox on the Export Song to Disk dialog is used to only export a looped area or preselected regions of your project. It has no impact on the Quality settings.



Use GarageBand's Smart Library

Discover built-in sounds and apply realistic instrument patches to your tracks



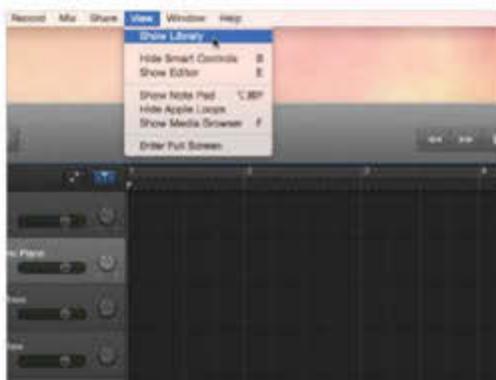
Time needed: 10 minutes



Most of us know that GarageBand is all about loops, right? That's partly true, but new users are often stunned to find it offers much more, including its ability to recreate real instruments or classic amplified effects. These are traditionally applied to live or software (MIDI) tracks and even loops, to yield realistic results. What's more, every one is itemised within the Smart Library found on the left of GarageBand's main workspace. These hierarchical categories offer access to an impressive array of presets that can then be fully customised using Smart Controls. In this tour of the Smart Library we'll look at how items are arranged, basic navigation, along with searching for specific entries. With additional tips thrown in, GarageBand newbies should feel inspired to explore and create.



GarageBand | Use the Smart Library



1: Open the Smart Library

If not currently open, the Smart Library is accessible via the Library button found in GarageBand's top-left corner. The panel may also be toggled via View>Show Library.



2: Switching the selection

The Smart Library shows the instrument applied to the selected track, defaulting to Classic Electric Piano. This is switched by choosing an alternative in the second panel.



3: Navigating categories

The top level lists instrument categories, with the second showing specific types or further categories. Click Drum Machine and you'll find ten varieties to choose from.



4: Search Library

If you have a favourite instrument or want to see if a certain patch is within the Smart Library, use the Search Library Spotlight query situated above the list menu.

Old and new

You can still use old sounds from previous GB versions. We reveal how the Smart Library Legacy category and the Save button work to access or store your favourite instruments.



1 The Legacy category

This category opens older installed libraries such as Jam Packs or sounds shared with sister apps such as Logic. Revert by clicking the Legacy link appearing above.



2 Saving your sounds

With an instrument selected and customised via Smart Controls, you can commit your changes to the Library. Click the Save button below, enter a name and press Save.

Library instruments

Drums and the 'SoCal' variety are applied to a new Drummer track, although you can switch this within the Library panel to the left. What's more you can even switch to other instruments like Piano!

Drummer track

The Drummer track is a special track type. Generated based on your Drummer preferences, it can't be edited in the same way as audio (blue) or MIDI (green) tracks but you can tweak Smart Controls

More bang for your bucks

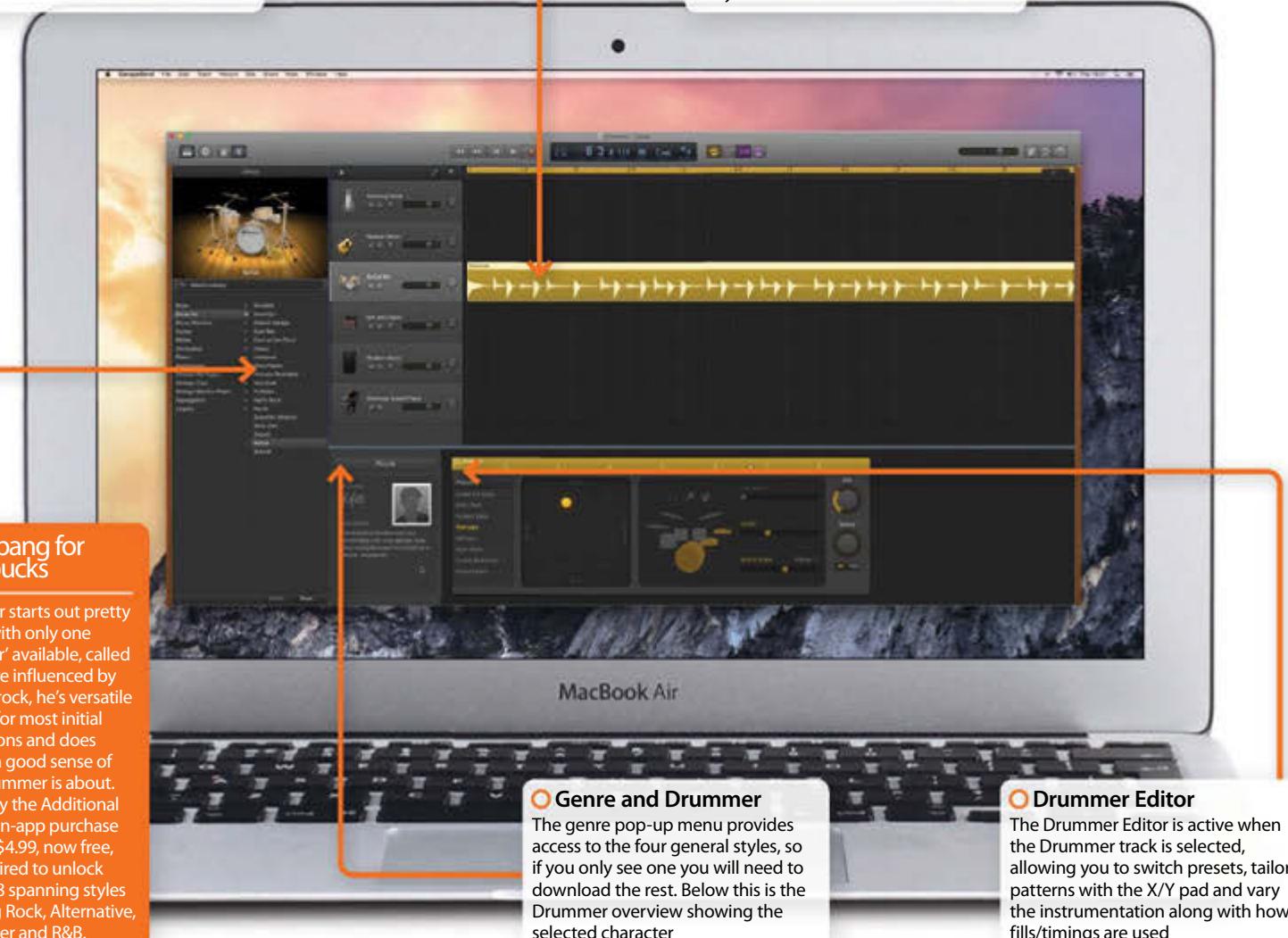
Drummer starts out pretty limited with only one 'character' available, called Kyle. More influenced by modern rock, he's versatile enough for most initial applications and does provide a good sense of what Drummer is about. Previously the Additional Content in-app purchase of £2.99/\$4.99, now free, was required to unlock the full 18 spanning styles including Rock, Alternative, Songwriter and R&B.

Genre and Drummer

The genre pop-up menu provides access to the four general styles, so if you only see one you will need to download the rest. Below this is the Drummer overview showing the selected character

Drummer Editor

The Drummer Editor is active when the Drummer track is selected, allowing you to switch presets, tailor patterns with the X/Y pad and vary the instrumentation along with how fills/timings are used



Use Drummer to add natural beats

Produce more organic percussion via the roster of virtual stick twirlers in GarageBand



Time needed: 30 minutes



As you progress with GarageBand and your compositions become more ambitious, you'll hit a wall. This tends to happen most around drums because this is the hardest real instrumentation to capture. You need a big expensive kit and a seriously good microphone setup to get natural beats, when loops won't cut it anymore. Luckily, Apple has introduced a dedicated feature to assist here, known simply as Drummer. Taken from sister music-maker Logic, composers will find a collection of 18 session player 'characters' across four popular genres. Each is fully customisable and accepts direction to fit your style, resulting in a much more dynamic and 'human' feel. Follow the steps and view the sample project to get a perfect 'kick' start with Drummer!



GarageBand | Add more human beats with Drummer



1: Add Drummer track

To start you must add a yellow Drummer track. This is the fourth option from the New Tracks menu and you may only have one per project, otherwise the option is ghosted out.



2: Download Drums

With a Drummer track selected, click on the portrait of 'Kyle' the default player. Roll over another Drummer and if it says Download you must install this 5.0GB add-on.



3: Pattern presets

With them all installed, you can switch Drummers within four genres. Each has a number of preset patterns you can flick through and press Space to preview the track.



4: Accompanying tracks

Drummer works off other track recordings to be most effective. In our sample Drummer project, we have bass, guitar and synth tracks and the basic default Kyle track.



5: Presets and Follow

Choose a preset pattern that fits your style, so here we'll pick Mixtape. In the Drummer Editor, check Follow and pick Stinger Bass to lock the beat to the bassline.



6: Using the kit

Switching the Follow track to say, guitar, changes the timing. Use the kit diagram to isolate drum or percussion types and use the sliders to dictate the amount used.



7: The X/Y pad

This bi-directional pad lets you tweak the presets basically to control how soft/loud or simple/complex the pattern plays, changing the Drummer track in real time.



8: Fills and timing

At the far-end of the Drummer Editor you can use the Fills dial to increase the amount of intricate parts. The Swing control and the 8th/16th toggles affect timing and groove.



9: Divide and rule

By editing Drummer regions in your track individually you can create more human drum sequences that adhere to different rules – patterns, drum use, fills and timings.

Library Panel

As with other instrument types, GarageBand's Library panel has vocal 'patches' for quickly applying styles to tracks. By default the Voice category has 12 options including an Experimental section with an additional six variations

Library & Smart Controls buttons

As always, showing these panels is central to working with vocal effects. The Library lets you pick pre-configured vocal patches, while the Smart Controls permit the basic tweaking of those currently selected

Master Track effects

As mentioned in the final step, GarageBand projects have a Master Track you can show via Track>Show Master Track or using Shift+Cmd+M. By selecting it you can access plug-ins in Smart Controls for the whole project, allowing you to perhaps turn anything off that is applying an unwanted effect to a 'dry' vocal performance. Now you can work from absolutely nothing!

Track headers

Vocal tracks are typically symbolised by a head and microphone, or simply a microphone icon. As you apply patches from the Library the name will change accordingly to label with the new effect selection

Smart Controls

The standard 'blue panel' Smart Controls are used to perform fundamental edits to vocal tracks. Settings for Dynamics (Compression), EQ and Sends (Ambience/Reverb) associated with the current Library patch may be adjusted here

Master vocal FX in GarageBand

Add the final touches to singing or spoken word performances with effects and mixing tricks



Time needed: 20 minutes

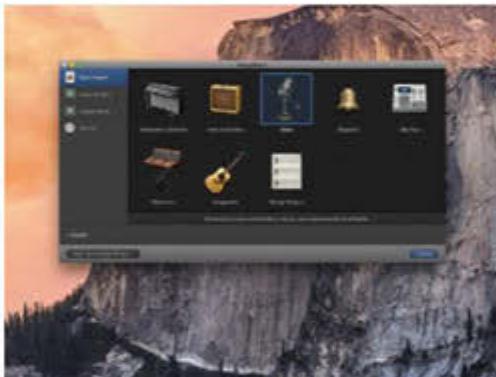


The scene is set – you've recorded a blistering backing track and it's just missing that last vital ingredient. Drums are done, bass, guitars and a sprinkling of piano all sorted, so it's time to lay down some singing. With GarageBand offering so much on the instrumentation side of things, even the best of us tend to overlook the vocals. Ironically this is probably the hardest part to, first, record satisfactorily, but secondly produce results that are pitch perfect. Thankfully GarageBand acknowledges this by providing a wealth of effects for not merely shaping singing, but finessing spoken word tracks for podcasting. Over the next steps we'll look specifically at what GarageBand has to offer here, where to find the best effects and how to apply them for maximum impact.





GarageBand | Master vocal effects



1: New Voice project

GarageBand can create a new Voice project. Here you can work from tracks pre-loaded with popular vocal effects – ideal if only recording vocals for any application.



2: Using vocal tracks

Within a Voice project you can then record a vocal and either move the audio down the pre-effect array of tracks, or duplicate by holding the Alt key and dragging.



3: Open the Voice library

Regardless, with any track selected you can use the Library panel on the left to access the full range of preset Voice patches. Simply click one from the menu to apply.



4: Musical vocals

Bright and Classic vocals can lift or sharpen a good singing take, while selecting Dance, Edge or Fuzz can make the vocal bigger and better suited to grungier results.



5: Spoken vocals

Effect patches such as Narration Vocal, Natural Vocal and perhaps even Telephone Vocal could be best suited to spoken word work, dialog or stylised a capella phrases.



6: Experimental vocals

Six Experimental patches can be used to quickly add more outlandish effects such as pitch shifts (Deeper, Helium), thick delays and megaphone, monster or robot styles.



7: Customise Smart Controls

With Smart Controls open, you can tweak levels like Compression, Frequency (EQ), Ambience or Reverb. Certain patches provide a custom control to vary the overall effect.



8: Effects plug-ins

The more processed, special effect vocals utilise the plug-ins menu with the Smart Controls Inspector. You can edit these individually to produce more specific results.



9: The Master Track

A good tip when editing track effects is to check the project's Master Track and remove any unwanted extras. This allows effects to be added to a 'dry' vocal signal.

Opacity

When working with gradients the Opacity control is the key tool you'll need. Lower the Opacity (drag left) to see more of the image, raise the Opacity (drag right) to see more of the gradient

Style

To complete this tutorial you'll need to ensure that you have the Format palette of options open and the Style tab selected. Here you'll be able to find the colour gradients and opacity controls in all their glory

Placement

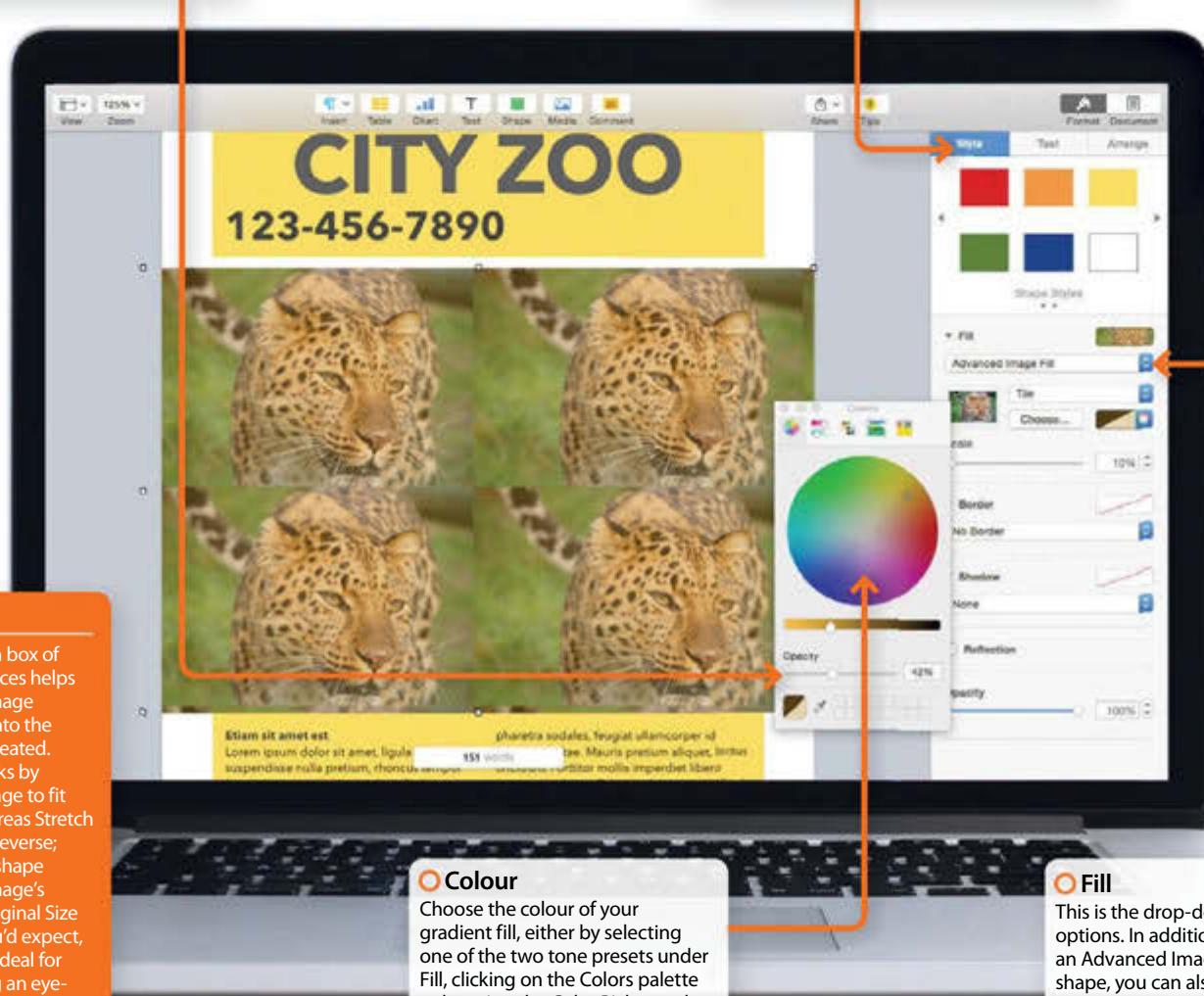
The drop-down box of placement choices helps you to fit the image appropriately into the shape you've created. Scale to Fit works by resizing the image to fit the shape, whereas Stretch to Fill works in reverse; redefining the shape to match the image's dimensions. Original Size is exactly as you'd expect, whereas Tile is ideal for quickly creating an eye-catching mosaic.

Colour

Choose the colour of your gradient fill, either by selecting one of the two tone presets under Fill, clicking on the Colors palette or by using the Color Picker tool

Fill

This is the drop-down list of Fill options. In addition to using an Advanced Image Fill on a shape, you can also use a normal gradient or an advanced gradient



Use Advanced Image Fills in Pages

Pages offers a colour gradients feature to transform your projects



Time needed: 30 minutes



Anyone can open an image into a Pages document to make it appear more visually inviting, but not everyone knows how to add coloured gradients to those pictures, for added pizzazz.

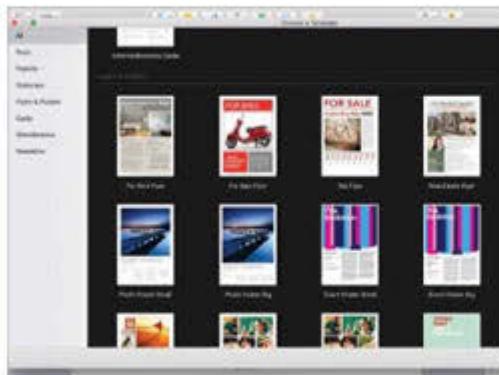
There are dozens of reasons for spicing up your shots in this way: maybe you want your image to be colour coordinated with your text or page's theme, perhaps you want the image to stand out against the page itself or quite possibly you'd just like to show off your creative flair by displaying the same image several times, each with its own unique colour gradient.

Whatever the reason, and whatever you want to do with Image Fills, we can show you how it's done, here in nine simple steps. Let's get Pages loaded up and get started.



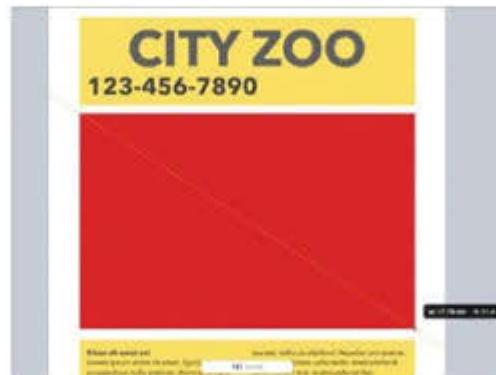


Pages | Using Advanced Image Fills and gradients



1: Create a canvas

To get started we need to open a document. Hit Command and N or travel to the menu bar to create a new project. Either select a blank canvas or one of the preset templates.



2: Add a shape

Find space on the project for your image then select Shape. Plump for the shape you want and drop it on the chosen area. Click and drag to enlarge and move the shape as needed.



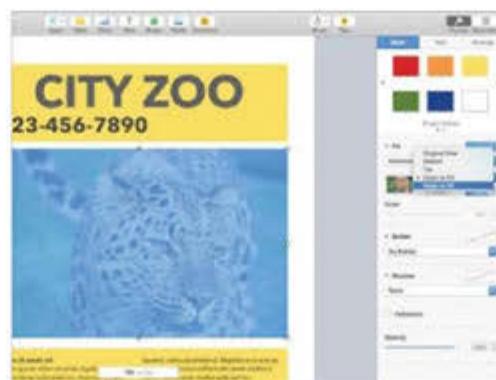
3: Advanced Image Fill

With your shape box in place, select it and open up the Format tab. Under the section marked Style, flow down to the option marked Fill. From the list of choices select Advanced Image Fill.



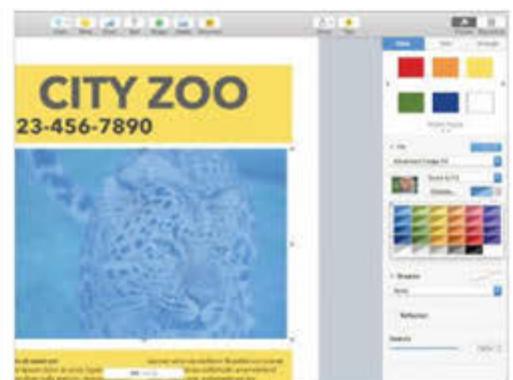
4: Pick a picture

Now you'll need to find an appropriate image to use. It can be helpful to select Pictures or Photos from the Source panel. With your chosen image highlighted, hit Open.



5: Scale

The default appearance is usually Original Size, but if your image is larger than the shape you've created, use Scale to Fit from the drop-down options, to make it fit the shape.



6: Colour gradients

Isolate the colour gradient box and select an option that you believe would best suit your page. Note that there is a variance in hue and tone, as well as colour between the options.



7: Opacity control

You can also use a colour palette like the colour wheel to more accurately select a shade to cover or tint. The Opacity control lets you strengthen or weaken the effect of the gradient.



8: Colour match

A third way to select a gradient for your image fill is to use the Color Picker tool and select a particular pixel on the image itself. Pages will then create a colour gradient fill with this match.



9: Repeat for more

Repeat the process to add new images, or even the same picture again, to the document. Remember to play around with composition, using options like Tile, for added creative effect.

Cut out images with Instant Alpha

Use Pages' Instant Alpha tool to erase backgrounds



Time needed: 20 minutes



Pages has a bit of reputation for being a dull, word-processing app. We think that's a bit harsh, however. While image editing might not be the first technique you think of, Pages has proven itself to be an all-action, multi-media piece of creative software.

Take its Instant Alpha tool, for example. This feature is great if you like to use imagery in your Pages projects. It lets you cut out entire background of an image, seamlessly turning the rest transparent. It might not be as accurate as an app like Photoshop, but the final results are impressive and highly convenient, not to mention adding a touch of professionalism to your projects. When you're done, you can even tweak your image using an easy-to-use histogram and other intuitive adjustment sliders.

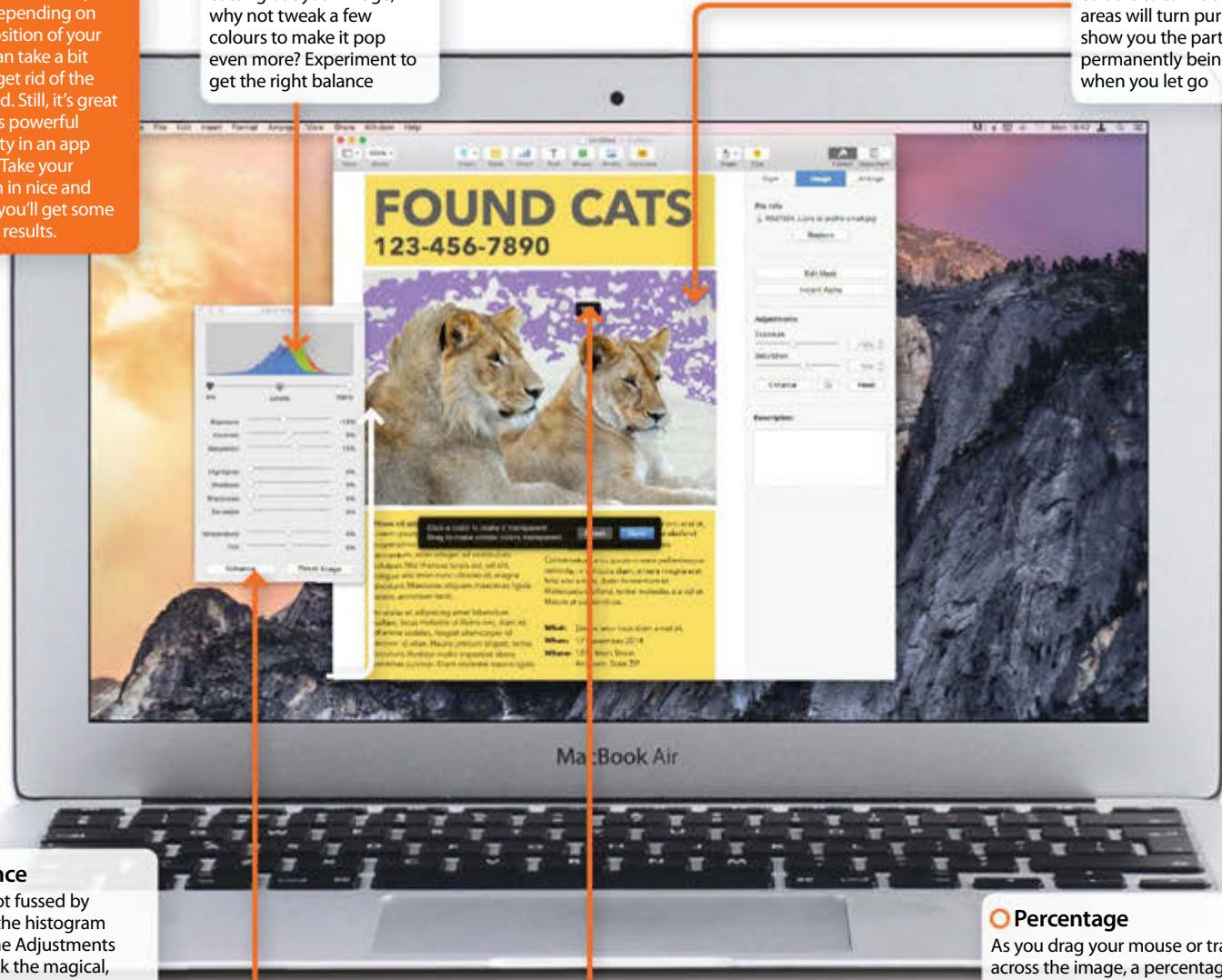


Patience is key

We love the Instant Alpha tool, but depending on the composition of your image, it can take a bit of time to get rid of the background. Still, it's great to have this powerful functionality in an app like Pages. Take your time, zoom in nice and close, and you'll get some impressive results.

Histogram

When you've finished cutting out your image, why not tweak a few colours to make it pop even more? Experiment to get the right balance



Enhance

If you're not fussed by tweaking the histogram or using the Adjustments sliders, click the magical, one-stop Enhance button to instantly brighten things up

Purple selection

While you select similar colours to turn transparent, areas will turn purple to show you the parts are permanently being erased when you let go

Percentage

As you drag your mouse or trackpad across the image, a percentage is visible. This tells you how much of the image you currently have selected



Pages | Cut out images with Instant Alpha



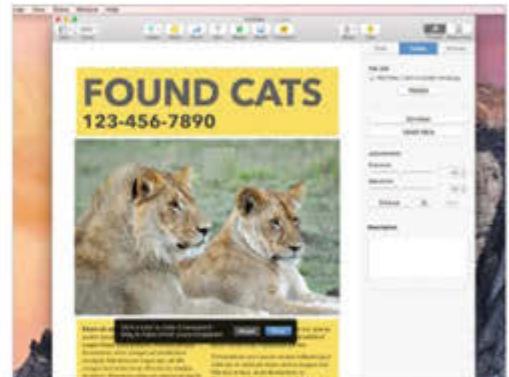
1: Add image

Open up Pages and either select one of the app's brilliant templates or choose a blank copy. With that open, hit the media icon in the bottom-right and search and add an image.



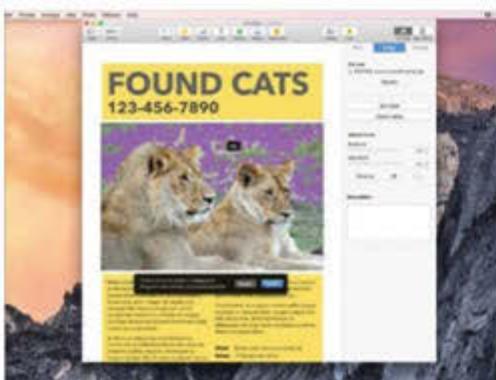
2: Format>Image

With the image in place and selected, head over to the Format menu in the top-right and select the middle Image tab that appears underneath. Image editing options appear.



3: Instant Alpha

The option we're after is Instant Alpha, under Edit Mask. Click the option, making sure the image is selected. You'll be asked to click a colour to make it transparent.



4: Drag across

Now drag across similar colours on your image. Pages picks up which colours are similar and makes them transparent too. Transparent parts turn purple as you go along.



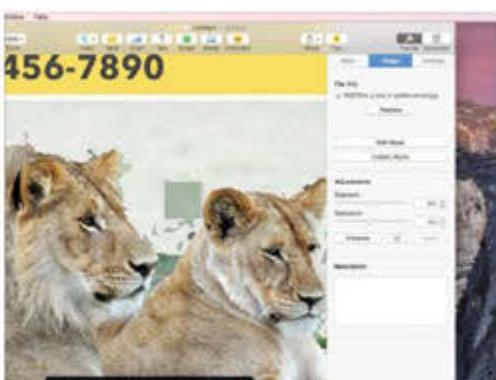
5: Background removal

When you lift your fingers off your mouse or trackpad, those purple parts turn transparent to signal that they have been completely removed from the image.



6: Undo

Pages (or dare we say it, you) will make mistakes with Instant Alpha, but the trusty Cmd+Z keyboard shortcut works perfectly, undoing an unlimited number of changes.



7: Zoom in

You'll want to zoom in on certain fiddly parts, like the ears and mane here. Go to the View menu and select the relevant Zoom option to make those precise adjustments.



8: Review progress

It won't be long before you're left with an image perfectly disposed of its background. Zoom back out and when you're happy with your edits, hit the Done button to confirm.



9: Background gone

And voilà, your image is now completely cut out, appearing in your template without a background. You can save it as normal or share it to all the usual suspects.

Date, Time or None

You don't have to include a time with a date, and vice versa. With a cell selected, pick Date & Time under Data Format then choose a styling from the Date options and select None under Time, or vice versa

Data Format

Use this tab to select how you want your data to be styled, as well as picking values such as date, time and durations. You'll also find other options such as Percentage etc

Duration options

When you select a styling for your duration information you can opt between Automatic Units and Custom Units. Automatic Units is a restricted, typical list of options, whereas Custom Units enables you to choose between the values you want, thus a personalised combination of weeks, days, hours, minutes, seconds and milliseconds. You can then pick from a list of styles in order to determine exactly how these units should appear (hours versus h, as an example).

Automatic Units versus Custom Units

If you want to create a specific combination of units (week, day, hour, minute, second or millisecond) use the Custom Units option and highlight the units you want. Once selected, these units will change to blue

Style

Under the Style Duration tab, you will discover options that let you decide how these chosen values appear. Users have the options of either numerically, with abbreviations (h, m, s etc) or as fully written words

Use date, time & duration formatting

One of Pages' new features lets you format table data into date, time and duration



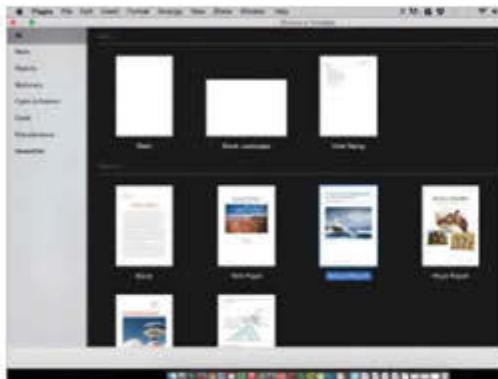
Time needed: 30 minutes



Pages isn't only a platform for showcasing pretty images and compelling text, it's also the perfect place to present tables and charts; transforming a presentation into something alive with creativity and charm. One of the software's latest innovations is the ability to add Time, Date and Duration information into its range of colour-clad tables. Okay, so on the surface this might not sound like the most exciting development, but for those who are constantly creating tables, this update means less time spent on laborious data entry and more time spent on, well, anything else! So make sure your version of Pages is completely up to date, and instead of wasting hours of your life typing out dates in full, or adding numerical units after durations, Pages can do it for you.

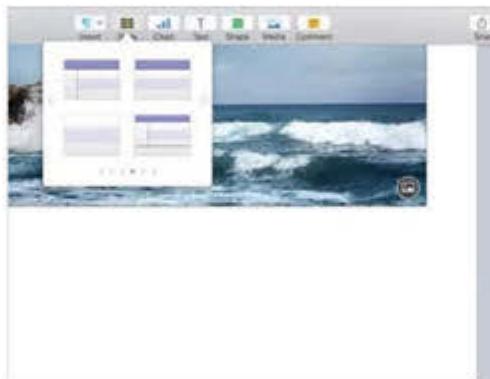


Pages | Using date, time and duration formatting



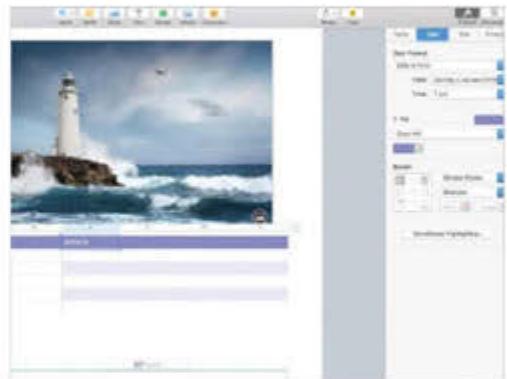
1: Getting started

As with any project in Pages you'll need to choose a template or blank page to get started. Travel up to File on the menu bar and discover New or key Command and N.



2: Choose your table

Position the cursor on the part of the document where you want the table to go. Head up to Table and select a suitable style and colour. Click on the top-left circle to reposition the table.



3: Dates and times

Add a numerical date into a cell, select it and travel over to the Format panel. Choose the Cell tab. From the list of Data Format options, pick Date & Time followed by your preferred styling.



4: Durations

To create duration information, add an initial number, then with the cell selected, choose Duration and add in all the other numerical data that applies.



5: Copy and paste

One quick way of filling in the rest of the chart is to copy an existing duration, move on to the next cell and paste it in. You can then change the numerical date as needed.



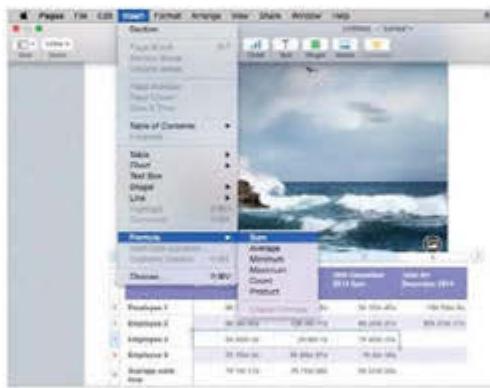
6: In one go

You can select a number of cells and adjust the Data Format to suit. When you enter a number into the cell it will automatically adopt the styling with the added number as the initial unit.



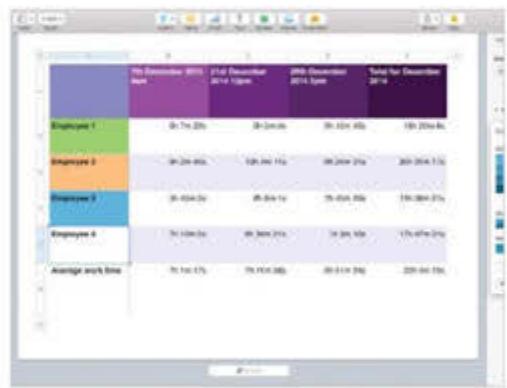
7: Formulas

You can use formulas here just as you can with any other table, and Pages calculates the value as a duration. Simply highlight the appropriate cells and head to Insert on the File menu.



8: Formula options

From the Insert drop-down, click on Formula and then choose an option to suit. For example, Sum will add all the selected durations together, whereas Average calculates the Mean duration.



9: Finishing touches

When your table of times, dates and durations is complete you may like to spruce it up with colours to highlight cells. Select a cell and under Fill, choose an appropriate tone.

Customise text and text boxes

Create custom text boxes in Pages with these useful options



Time needed: 10 minutes

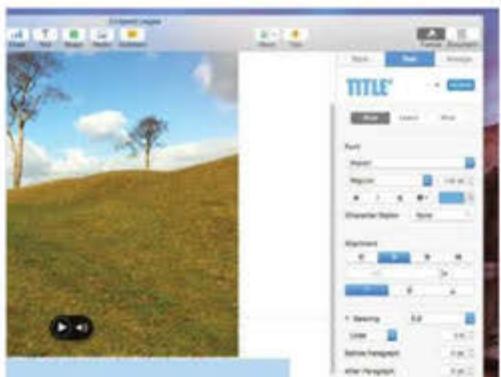


One of the biggest advantages of using Pages over other word-processing apps is that it can not only be used for standard text documents, but also for creating beautifully designed posters, flyers and more. This is partly thanks to how Pages deals with shapes, images and text boxes on each page – they can all be neatly moved and each has settings that can help you perfect any document.

In this tutorial, we'll take a closer look at how Pages can help you manage your text and text boxes so that every word is placed exactly where you want it to be. Whether you just want to change fonts and colours, or go all out with amazing effects, we'll show you how to get more from your text.

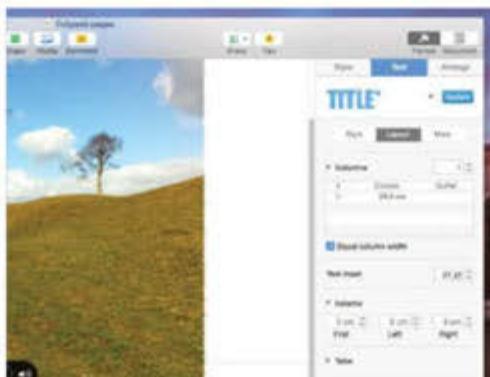


Pages | Manage text and text boxes



1: Font and alignment

Select your text and you can adjust the font and colour, then align it however you like on the page. These controls are also in the Text tab with a text box selected.



2: The Layout tab

Use the Layout tab to manage options like columns, indents, tabs and borders. These are great if you're writing longer documents and need to use specific formatting options.



3: Text box customisation

If you select a text box, the Style tab gives you full control over how the box itself looks. You can select from a built-in design, or create your own with these settings.

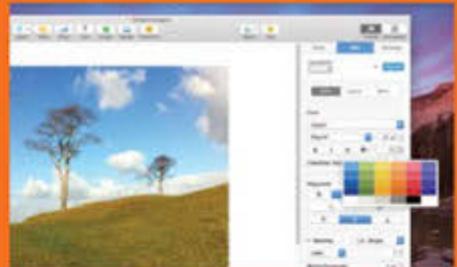


4: Arrange your boxes

Click on the Arrange tab and you can customise how the text box behaves, including wrapping options for other text, and its order on the page compared to other objects.

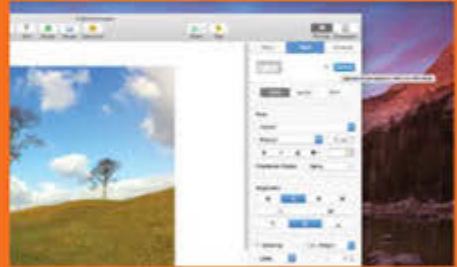
Editing a style

You can easily create your own custom paragraph style that can be quickly applied elsewhere in your document, with just a couple of clicks.



1 Edit the text

First, select an area of text, choose the paragraph style you want to edit and change the font, colour, size and character styles until you are happy with how everything looks.



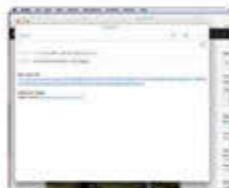
2 Click to update

Click the Update button that has appeared next to the Paragraph Style section and your new style will be added, and applied to every other instance of the style in your document.



Collaborate on documents in iCloud

Take advantage of Apple's Pages beta in iCloud to collaborate on important files



Time needed: 10 minutes



With Pages for iCloud beta, there's an even faster, more efficient way to share and collaborate on your documents. Once a document has been created or uploaded to the site, the creator can manipulate and share the document with as many recipients as needed, all of whom can access and edit the file independently. There's no excuse for leaving anybody out either as the system works on both Macs and Windows computers, and the recipient doesn't even need an iCloud account to be involved.

What's more, thanks to the brilliance of iCloud, the app keeps your document up to date on icloud.com and all of your synchronised devices, so that you always have the latest version of the project. Interested? Well head to icloud.com and let's get started.



Pages | Collaborating on Pages documents in iCloud



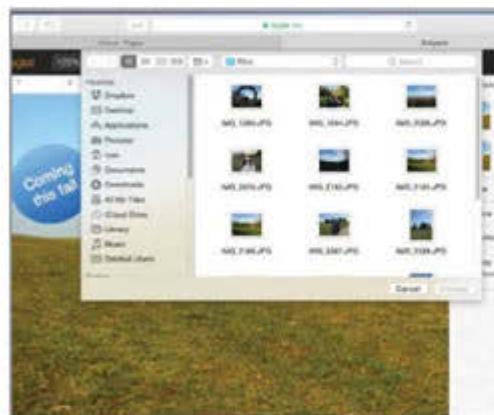
1: Getting started

If you don't have an iCloud account, start off at icloud.com. Create an account with your Apple ID and password, sign in and select Pages.



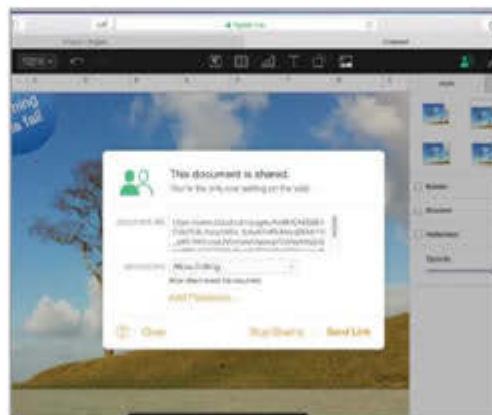
2: Get to work

Create your Pages document as usual; either using a blank canvas or working off a template in the Template Chooser.



3: Import pictures

There's no direct link to your iPhoto library here but if you hit the image icon you can upload images straight from your computer.

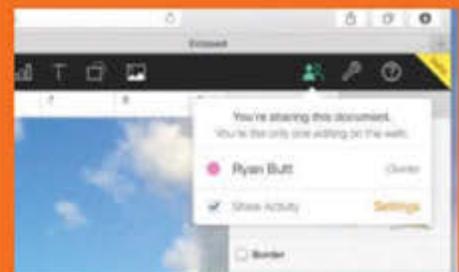


4: Ready to share

When you're finished hit the Share icon and follow the prompts. You have the option to set a password and a password hint here.

Share and share alike

Now you know how to create and share, find out how you can edit a document that has been shared with you...



1 Document received

Begin by signing into your iCloud account and open the Pages beta. In the Document Manager click on the sharing icon (showing two people) that is nestled in the toolbar.



2 Edit or delete

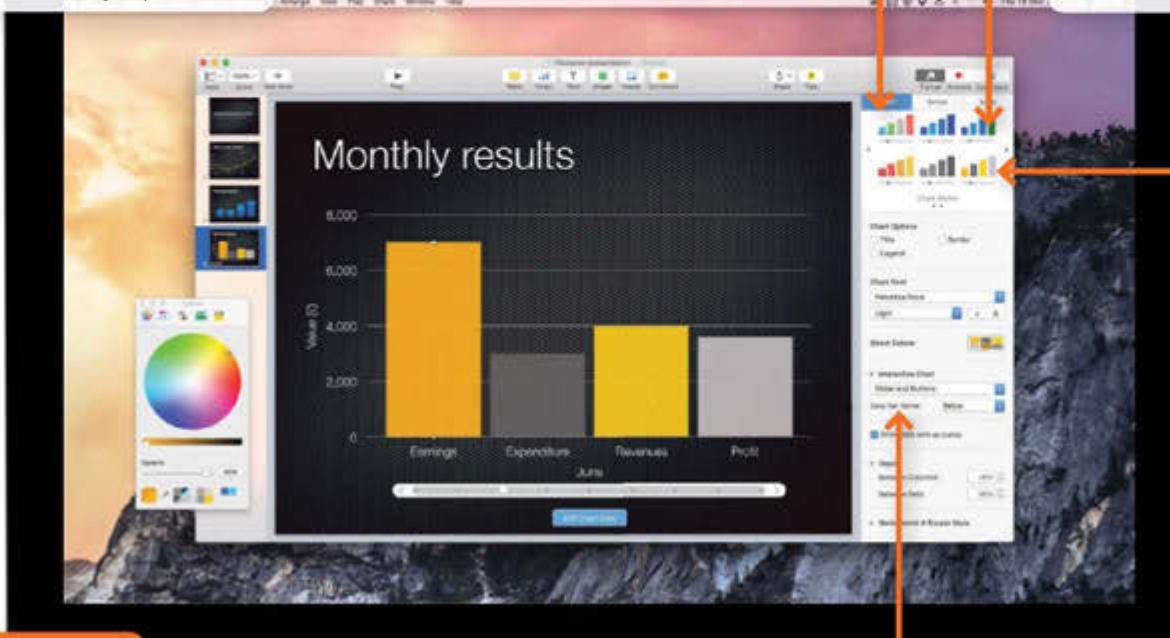
Click on the relevant document to open it, edit it and share as explained above. To remove it from your list simply click on the X that appears to the right of the name.

Chart options

Click on the Chart tab and you can adjust the look of the overall chart. Alter the font used in the labels, change all of the chart colours quickly, or change the whole chart to a different design if you wish

Bar styles

Click the graph, then click on a specific bar and you can change the colour of just that bar. Click the Style tab on the right and you can use the controls to adjust the look of that specific part of the graph



More options

If you want more options for your chart, such as the ability to use formulas, try creating the chart in Numbers originally. This, of course, includes a selection of extra options for you to use in your tables and charts, so you can create a table with complex formulas, use the data in a graph or chart, then copy and paste it into your Keynote slide and customise its look.

Interaction control

If you want to change the interactive nature of the chart, click the arrow next to the Interactive Chart option and you can change it from a slider and buttons to just buttons

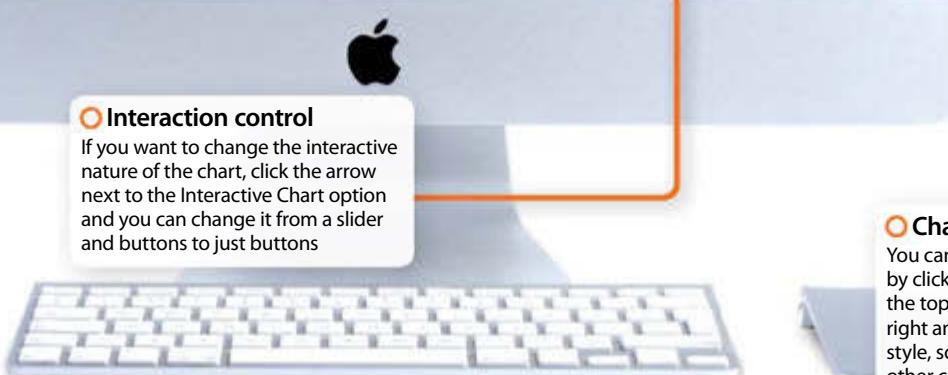


Chart style

You can adjust the style of the chart by clicking one of the options at the top of the Format sidebar. Scroll right and you can add your own style, so you can quickly apply it to other charts later

Punch up data with charts

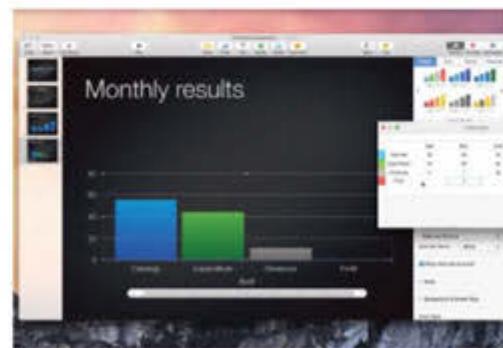
Add interest to a dull spreadsheet with interactive charts in Keynote



Time needed: 10 minutes

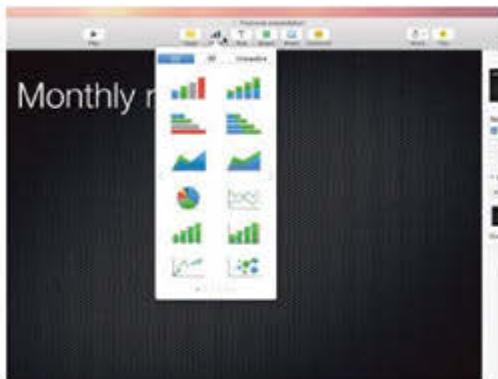


Just because Microsoft Excel is used by thousands of workers across the world to create boring spreadsheets every day, doesn't mean every spreadsheet has to be boring. With the latest iWork apps, Apple is doing its best to make the information you present more interesting, and more eye-catching. For those times where you have to add a graph or chart into a Keynote document, you can now add an interactive chart to your slides. These charts include a bar that can be dragged along to change the data displayed. This not only helps to keep your slides uncluttered, but also offers a moving, engaging way to present the information. Even better, these charts are surprisingly easy to add to your presentations – here's a look at how it's done.



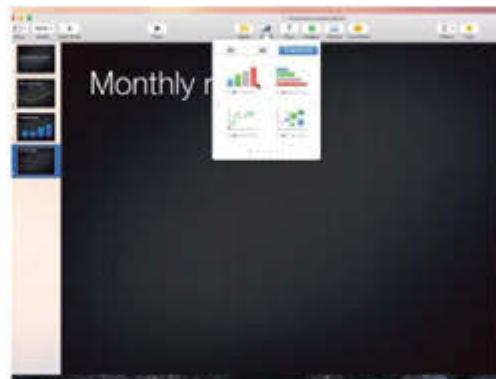


Keynote | Master interactive charts in Keynote



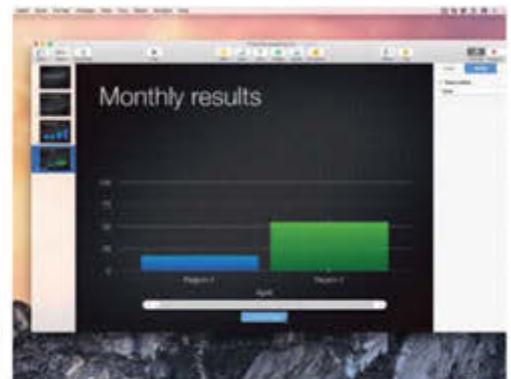
1: Add a chart

First of all, open up your Keynote presentation and, to add a graph to a slide, click the Chart button in the top toolbar to see all the chart options available to you.



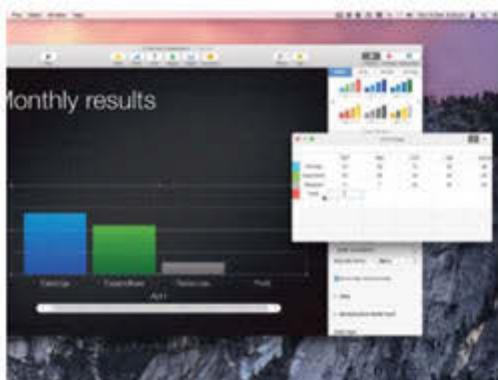
2: Go interactive

You'll see that there are three options available: 2D, 3D and Interactive. Choose the Interactive tab on the right and click on whichever of the four designs fits for your data.



3: Edit the data

A graph will be added instantly, but the data will just be randomly generated. To add your own, click the graph then click on the Edit Chart Data button that appears below.



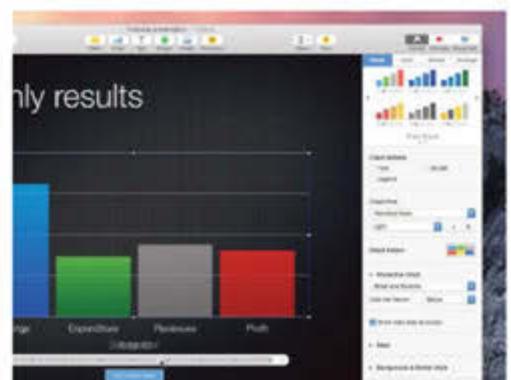
4: Add sets of data

By default, there are only two bars on the graph. To add more, simply add more rows to the Chart Data panel. Hit Enter and a new bar will appear on the chart itself.



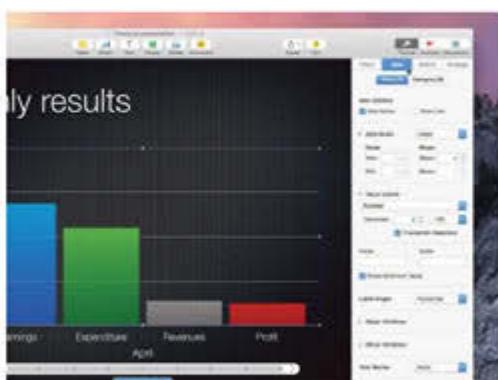
5: Expand the graph

Scroll to the right in the Chart Data window and add more titles in the top bar, then fill out the data. This will add more pages in the interactive bar below the graph.



6: Check the data

Below the graph on your slide is a scroll bar – drag the small marker across the bar to preview your data in the graph, ensuring all the information is correct before hitting Play.



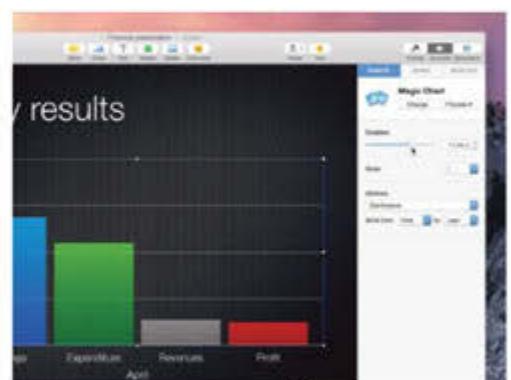
7: Axis options

Click on the Axis tab in the Formatting panel on the right and you have plenty of other options, including the option to add a name to each axis, and show how the values are shown.



8: Animation options

With Interactive Charts, an animation is added that plays through the progression automatically. To edit the animation, click the button in the top-right.



9: Slow it down

Depending on how many entries you have, five seconds may not be long enough – drag this slider to the right so that each data entry is shown for longer on-screen.

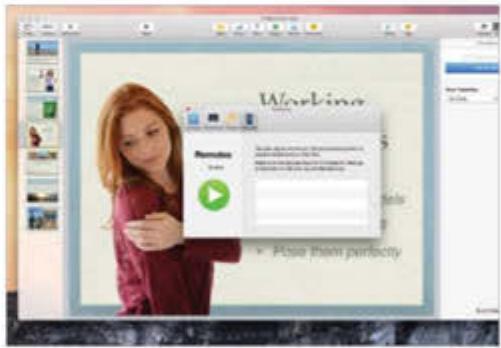
Discover Keynote's new features

Keynote gets iCloud Drive support, multipeer connectivity and more

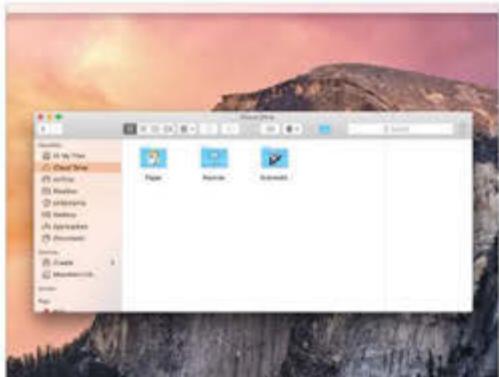


Time needed: 20 minutes

Luckily for all you iWork fans, Apple didn't forget the productivity suite when it announced the upgrade to OS X Yosemite. Adding even more functionality across the board, iWork has never been in better health. Take Keynote. As well as a fresh new design to bring it in line with Yosemite's iOS makeover, Keynote now supports iCloud Drive in full and is compatible with Handoff as long as your devices are compatible. There's also new multipeer connectivity that enables you to use a nearby iOS device as a remote during a presentation, plus a handful of fresh design builds such as the Trace animation. Sharing options have also been boosted by an updated file format that makes it easier to send presentations via Dropbox and Gmail. Let's take a look.

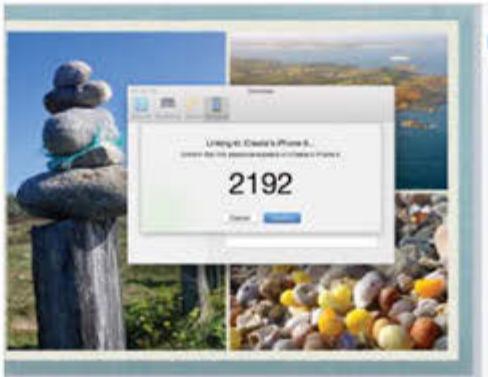


Keynote | What's new in Keynote?



1: iCloud Drive

iCloud Drive is Apple's answer to services like Dropbox, and stores all your iWork projects as standard. You can access everything from any Finder window.



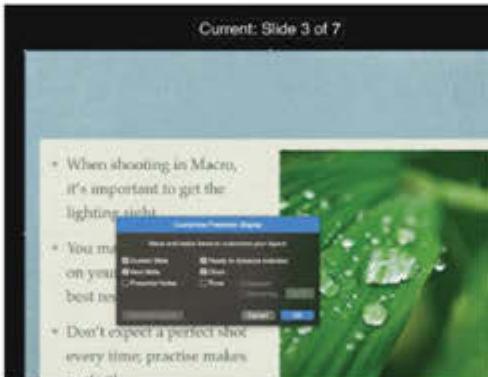
2: Multipeer connectivity

Keynote now lets you pair a nearby iOS device with your Mac and use it as a remote control for your presentation. Enable the setting on both devices and confirm the PIN code.



3: Trace animation

A favourite of ours, the Trace animation writes text as if you're presenting on tracing paper. It's a great way to introduce a bubble hit – just drag the duration out to about three seconds.

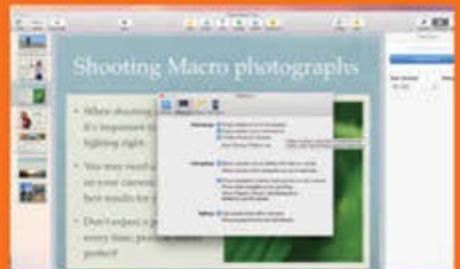


4: Customise Presenter Display

This was a much requested addition to Keynote: the ability to move and resize items to customise your Presenter Display. Now you can deliver your keynote with all the cues you need.

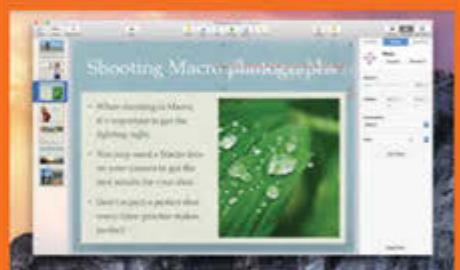
Apply motion blur to animation

Motion blur is the streaking of rapidly moving objects in a still image and is another way of adding a touch of professionalism.



1 Slideshow preferences

To enable motion blur, head to Keynote's Preferences and click on the Slideshow tab. Tick the 'Apply motion blur to animations' box, as long as your Mac is compatible.



2 Add animation

Head to the Animate header in the top-right of the menu bar and choose an action to add to your slide. Now when you hit the action's Preview button you'll see the blur in action.



Set up Multipeer Connectivity

Use an iOS device to remotely control your keynote



Time needed: 15 minutes



As far as presentation software goes, Keynote is pretty much **unbeatable**. Apple uses the app to present its own keynotes to millions of people around the world, offering a good gauge at just how powerful and professional Keynote is. Previously you could use the Keynote Remote on an iOS device to control your presentation, even if you created it on your Mac. Apple no longer supports Keynote Remote after the OS X Yosemite and iOS 8.0 updates, but thankfully, Multipeer Connectivity support has been added, which mimics the functionality. It's a simple procedure that requires you to pair your iOS device and your Mac over Wi-Fi by entering a four-digit link code. You'll soon be controlling your work presentations from the portability of your iOS device.

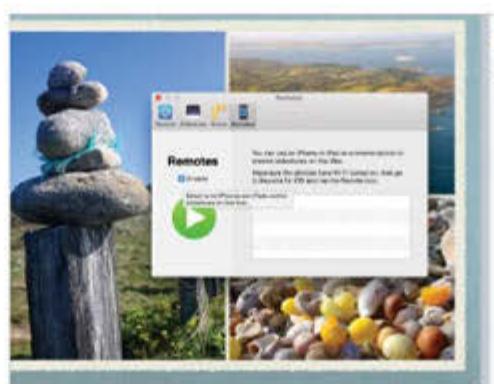


Keynote | Pair an iOS device to Keynote



1: Set Up Remote

Head over to your iOS device and from the main Presentation display menu, tap the Remote icon at the top. Your devices are now searching for each other, ready to be linked together.



2: Enable Remote

You need to make sure Keynote is open on both devices, connected to the same Wi-Fi network and that the Enable box is ticked under the Remotes tab in Keynote's Preferences.



3: Link devices

It should take seconds for your devices to find each other. Back on your Mac, you should see your iOS device appear. Click the Link button to the right of your device's name.

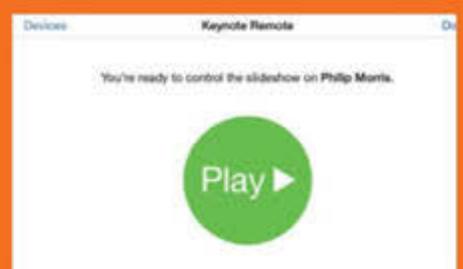


4: Verify code

Keynote will link the devices together and present you with a four-digit code. Check that the passcode is the same on both devices. Hit Confirm and back out of Preferences.

iOS remote interface

You now have the opportunity to control your presentation from an iOS device. Here's what the interface looks like...



1 Hit Play

Once you've completed the pairing process, your iOS device will display a massive green Play icon in the middle of the screen. Hit that to gain control of your presentation.



2 Options

Your iOS screen is now littered with features. Of course, touch gestures are enabled and you can even make notes on your remote and see them appear on the big screen in real time.

Create amazing charts in Numbers

Customise and control your charts and graphs with Numbers' advanced controls

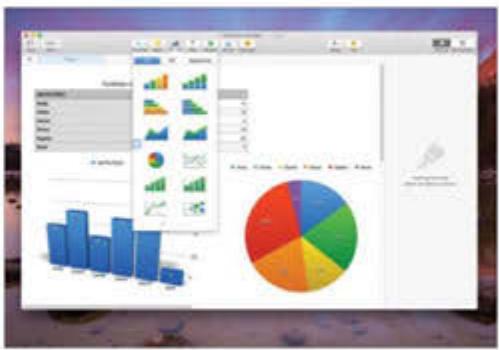


Time needed: 15 minutes



Spreadsheets are boring. They're used the world over by business people who need to show information in a professional way, which usually results in dull tables, drab charts and numbers that all blend into one.

But it doesn't have to be like that, and with Numbers it's incredibly easy to make your work bright, interesting and eye-catching. In particular, you can add a huge dollop of creativity to your charts, ensuring that all of your data will jump right off the page. With customisations like colours, textures and 3D effects, Numbers offers the most powerful tools possible to make your spreadsheets more than just boring business work. Here, we'll show you how to customise your charts and take them beyond basic numbers.



Beautiful tables

You don't have to limit yourself to designing your graphs in beautiful ways – your tables can also look magnificent. Select the table you want and you can change the font and colour of the text, as well as recolouring all your cells and gridlines using the style controls. Pick colours that complement your graphs to create a stunning and captivating spreadsheet.

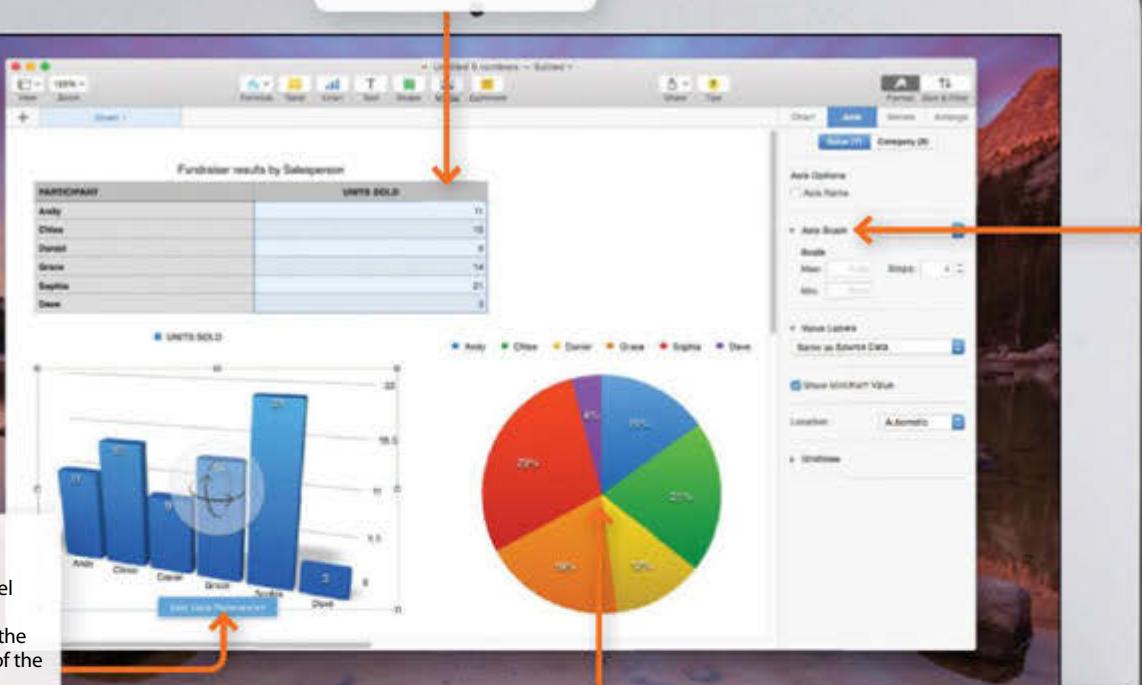


Alter the labels

You can change the label designs for each axis, too – choose the label type using the drop-down box, select whether you want to show the minimum value at the lower end of the axis, and adjust the label angle

On the line

You can add and adjust the gridlines on your graph manually using this section, adding minor gridlines and recolouring the lines in order to make them stand out more



Pie design

You will see different controls in the sidebar if you choose a pie chart – here you can adjust the labels' distance from the centre of the pie, pull out individual wedges and choose how the data is displayed on the graph

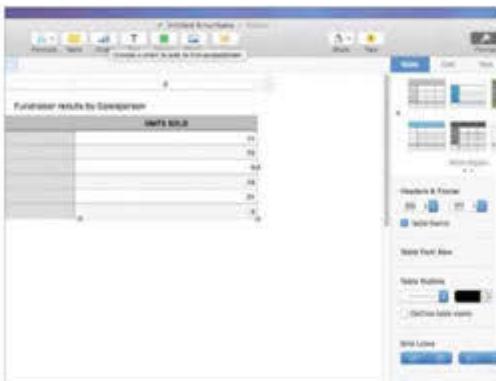


Change the scale

The axes will set their scales automatically based on the data you're choosing to display, but you can control the scales manually in this area by simply inputting the maximum and minimum values for the selected axis



Numbers | Make amazing charts in Numbers



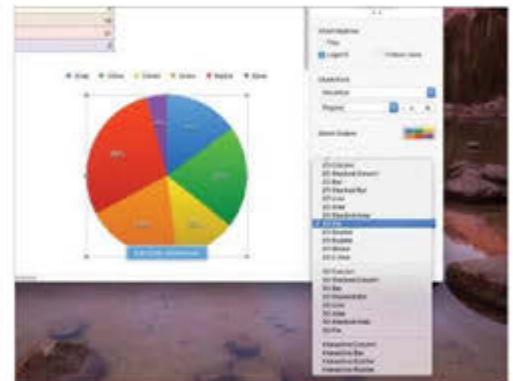
1: Create your chart

First off, create a table in your document containing the information you want to show, then select your desired data and click the Chart button in the top toolbar.



2: Pick a chart

You'll see that there are three options – 2D, 3D and Interactive. Each one has a series of style options to choose from, so for now pick a standard 2D chart design.



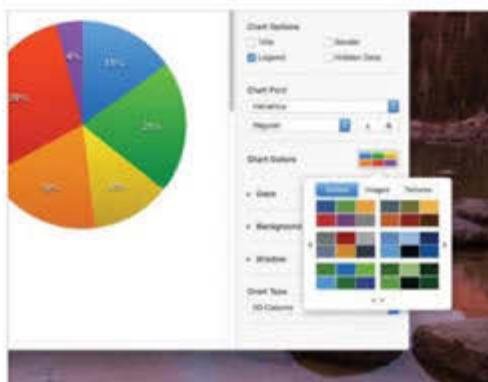
3: Choose wisely

Consider the type of chart you need for the data you want to display. If you need to change the type of chart you're using, open the Chart sidebar and use the Chart Type menu.



4: Change your style

Each chart has its own selection of styles at the top of the Chart sidebar. You can pick one of the alternative styles from here, or edit things manually and save it as a new style.



5: Font and colour

You can change the colours of your chart quickly using the preset combinations in Chart Colours section, and alter the font used in your chart to make it even more eye-catching.



6: Change chart options

Depending on the kind of chart you're working on, and the document it's in, you may want to show or hide different information – use the checkboxes in Chart Options to do this.



7: Mind the gap

For bar graphs, you'll also have the option to customise the gaps – it might seem picky, but these small changes can make your finished spreadsheets look really professional.



8: Going 3D

At the bottom of the Charts sidebar you can adjust the type of chart you're using. You can change the whole chart type, or just make a change like moving to a 3D design.

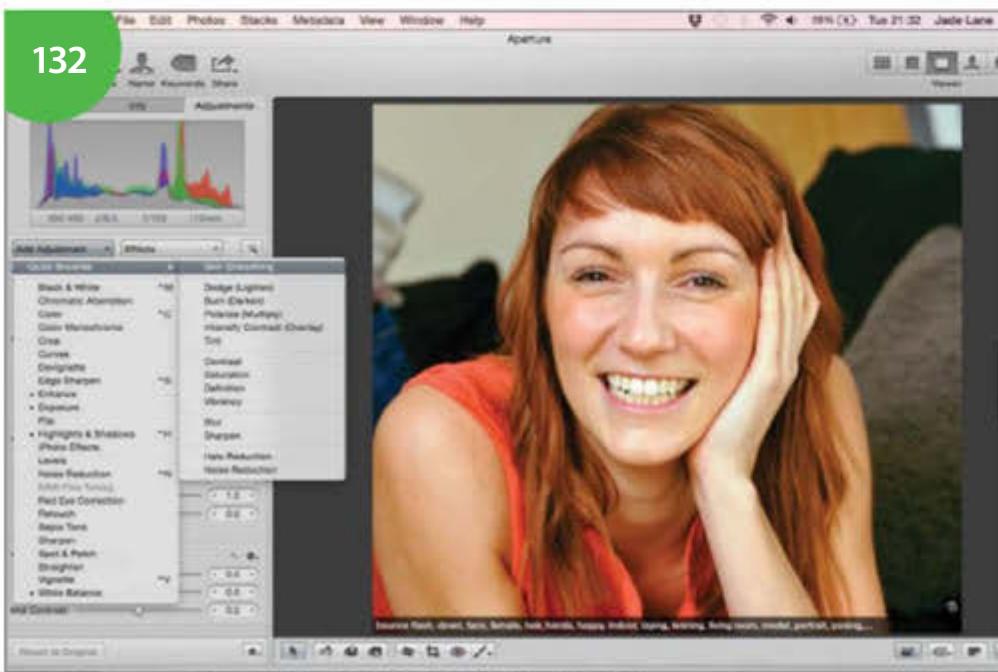


9: Backgrounds and borders

Edit the border design and add a background to your chart if you want it to jump right off the page. You can add all kinds of backgrounds, so experiment with the options.

Going further

Enhance your overall Mac experience by taking advantage of more apps and software



132

- | | | | |
|-----|---|-----|---|
| 124 | Build a website with apps | 138 | Create and save custom patches in Logic Pro X |
| 132 | Smooth out facial blemishes in Aperture | 140 | Use Logic's Speed Up, Slow Down FX |
| 134 | Find photos with Aperture's Filter HUD | 142 | Master Sidechained Bass in Logic Pro X |
| 135 | Edit image metadata in Aperture | 144 | Use Quick Swipe Comping in Logic Pro X |
| 136 | Add a copyright to images in Aperture | 146 | Create a perfect voice over in Logic Pro X |

“One of the best reasons for buying, using and ultimately loving Apple products is instant creativity”

- | | |
|-----|---|
| 148 | Create wild weather effects in Final Cut Pro X |
| 150 | Create a time-lapse sequence in Final Cut Pro X |
| 152 | Use the right format in Final Cut Pro X |
| 154 | Create a digital double in Final Cut Pro X |
| 156 | Free up vital disk space with the DaisyDisk app |
| 158 | Program drums with Ultrabeat |
| 160 | Record an iPhone screen with QuickTime |
| 156 | Lock down your Mac with 1Password |
| 164 | Perform a deep clean of your Mac |
| 166 | Install Windows on your Mac |





"With so much creativity at our fingertips, every Mac user should have a home online"



Going further

solo

These freelancers use our online project management software to give them an edge.

TAKE A FREE TRIAL



(RYE-JÖL)

DESIGNER
Devon Ryck

"My work's never been stronger thanks to Solo streamlining my workflow."

ANIMATOR
Demand Meier

"A vibrant freelance community has nothing on solo et its peers."

DESIGNER

Brendan Hoxley

"Solo's features mean I feel less about micromanaging and more about micromanaging my creativity."

PHOTOGRAPHER

Daniel Friesner

"Solo's UI is both beautiful and inspiring to use. I never get stuck in it."

Build a website with apps

With so much creativity and connectivity at our fingertips, every Mac user should have a home online. Here we identify the essential apps and tips for serving up sites from scratch





One of the best reasons for buying, using and ultimately loving Apple products is instant creativity. As soon as you lovingly open the box and switch on an iMac, a MacBook, iPad or indeed iPhone – it's all there in front of you. The close coupling of OS X and iOS 8 with powerful iWork and iLife suites is unparalleled for making music, movies, photo albums, books and presentations. Curiously, however, there is one glaring omission to this modern day canon of creativity. Since Apple's own editor iWeb was discontinued in 2011 and its MobileMe hosting service closed, web design has officially ducked off the radar. Things have moved on of course and internet publishing has

become far more democratised, with social media profiles often fulfilling many people's need for a 'home' page. New standards like HTML5, CSS3 and jQuery have also changed the rules dramatically to bring more native power to desktop and mobile browsers alike. Ironically, having championed this shift to edge out Adobe's Flash, Apple has almost succeeded in

"Since iWeb was discontinued... web design has ducked off the radar"

replacing our more popular URLs with apps. However, this proliferation of apps has invariably filled the void for design and development tools for crafting web graphics, documents and entire domains. The whole process of conception, wire-framing, coding the HTML, testing and FTP/hosting is achievable with a bevy of third-party solutions. This feature rounds up the top web design apps, providing a practical angle on where they fit into the process. The likes of Sketch 3, Diet Coda and RapidWeaver are all covered, before casting an eye over popular CMS-based platforms like WordPress. Throw in some inspiring site examples and we've all you need for going live online in no time!



Top five tips for website planning

Follow these five golden rules for a successful website concept

Keeping it real

1 Be original and consider ideas that provide an angle for delivering experiences unique to your vision.

Research web trends

2 Seek out design ideas from existing inspirational sites and don't be afraid to adopt popular web styles.

Stick to the standards

3 Be aware of the current web technologies best suited to your project and their possibilities.

Accessible and responsive

4 Think about how your site targets audiences while being adaptive to the devices they may access it on.

Consider site maintenance

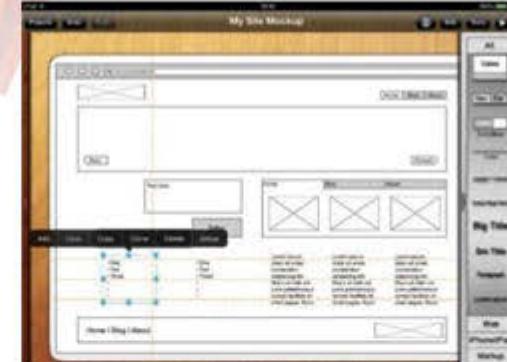
5 How will your site idea evolve and how much ability does it require for adding or managing new content?

Recommended app Bamboo Paper

Free



This Wacom app lets designers use familiar stylus pens to jot down hand-written notes, diagrams or sketches. Start a new virtual notebook with lined or graph paper, add your scribbles and share or print.



Pre-drawn objects can be added, resized or repositioned based on intelligent pop-up grid guides

iMockups

for iPad £4.99/\$6.99



When it comes to quickly planning layouts for webpages, sketching only goes so far. As we're primarily concerned with lines, boxes, grids and text it can be tricky to jot anything meaningful. Many designers still start with pen and paper to doodle wireframes before scanning to illustrate digitally. However, various iOS apps are available to make 'sketching' UI concepts more effective, including iMockups by Endloop Systems Inc. Here you add blank pages and simply arrange pre-drawn objects representing common containers, controls and elements. Each object is fully editable and can be positioned precisely to fit your ideas. You can even create working links between pages. Finished projects can be exported and shared via email as JPG, PDF, BMML or iMockups files.

"Each object is fully editable and can be positioned precisely"



Tap an object to edit the text label, change styling, nudge into finer position and even link to other pages

OmniGraffle 6

£69.99/\$99.99



This suite, available via Mac App Store, allows users to create diagram, chart or wireframe designs for web and mobile.

Adding third-party stencils offers common page elements to drag to the canvas and customise. Includes multi-layer export to Photoshop.



POP – Prototyping

on Paper Free



Designed first for prototyping paper-based app sketches, POP snaps your iPhone and iPad-shaped UI doodles.

You then draw hotspots on the hand-drawn screens to create working links and slick transitions. It's great for mocking 'mobile' sites.



Wireframes

Produce and export sketch-like wireframe designs on Mac

Balsamiq Mockups

£46.36/\$79

 Moving to Mac, you can still draft wireframe pages in a more sketchy, playful style. Balsamiq Mockups, available at balsamiq.com in trial or full versions, follows a familiar principle for dropping pre-drawn objects onto a customisable canvas. Each has a distinctive hand-drawn look but can be quickly edited via the intuitive inspector panel. Good export options and a refined approach makes this a worthy tool.

Export options

Projects are saved as the popular BMM format, the Balsamiq Mockups Markup Language, recognised by many apps. You may also export to PNG, PDF or even raw XML for greater flexibility

Wireframe canvas

Objects have handles to drag them into position and resize. By combining box, text, image and button elements you can quickly create fairly detailed page designs for every part of your site

Object components

Available wireframe elements are arranged across various UI categories within a ribbon panel situated above. Simply drag each down to add an instance to the canvas and position as desired

Markup annotations

Extra objects such as these post-it sticky notes, enable attachment of extra instructions or details. This is useful when wishing to highlight certain features for fellow designers

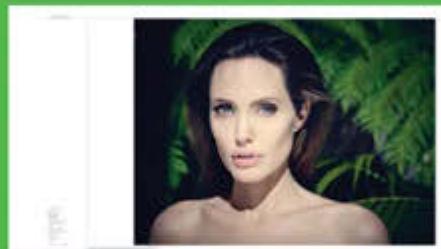
Object inspector

With an object selected, the inspector panel switches between specific options for editing, sizing, positioning and detail. Double-click or press Enter on an object to change label text

Inspiration

The best web designs are born out of presenting creative content in a creative way

It's no coincidence the leading web trends are initiated by those who understand good design. Those with an eye for effective visual marketing, composition and graphical impact tend to apply great rules for online style. Digital agency, freelance web designer or photography portfolio sites tend to be the most inspirational when it comes to showcasing creative work.



Jason Bell | Photographer
www.jasonbellphoto.com

Home of photographer Jason Bell, this site strips everything back. Full-screen keeps the work in focus and navigation simple.



Solo | Project Management
www.thivesolo.com

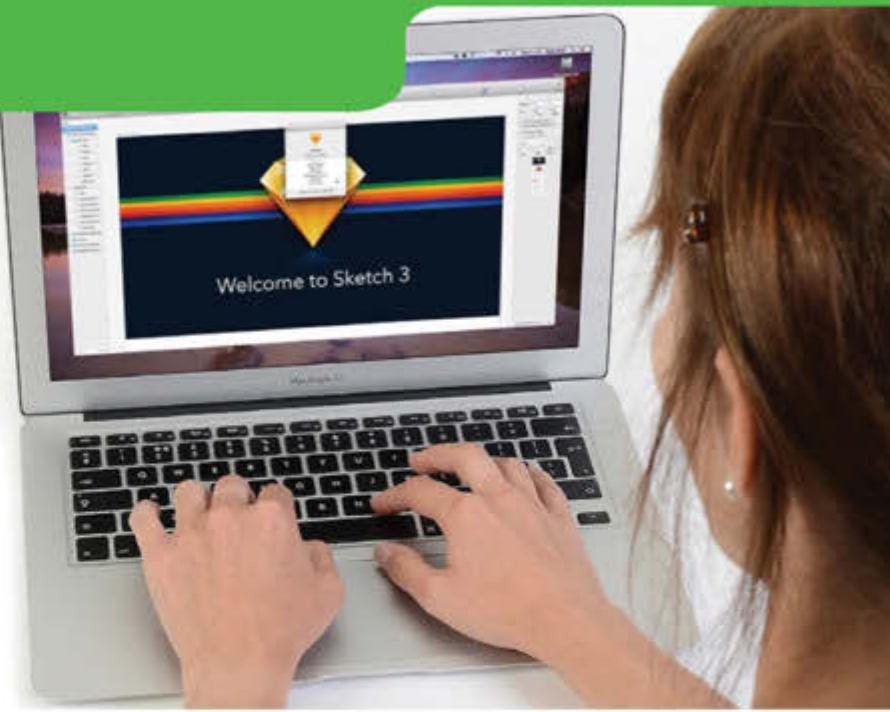
Solo makes a dry subject eye-catching with a two-tone palette with sharp typography. Flat vector-based illustration is super-trendy.

Design your assets

It's time to get creative on your Mac

Sketch 3 £79.99/\$99.99

 When designing page assets such as headers, icons and buttons, you'll need a suitable graphics editor. Sketch 3 for Mac is particularly ideal as it provides vector-based drawing tools for web, app and general UI design. The intuitive approach to assembling objects from Photoshop-like layers keeps Sketch familiar, along with panels for applying colour and effects. Equally superb for working with text, web designers can work with header hierarchies relevant to composing HTML documents. Aside from great web image export options, attributes for rendering designs with CSS3 can be copied and pasted.



Drawing an icon

Using Sketch's Artboard canvas and combining simple shapes with typography you can quickly export web graphics. Here we show the three key steps needed from start to finish.



1: Start a new Artboard

Add a new Artboard, zoom in and turn on the guides. Draw a rounded rectangle at 200 x 200 and begin.



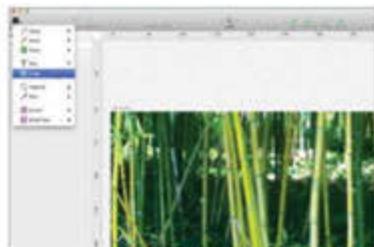
2: Style your shapes

Shapes can be overlaid on several layers, using the editing panel on the right to add colours and more.



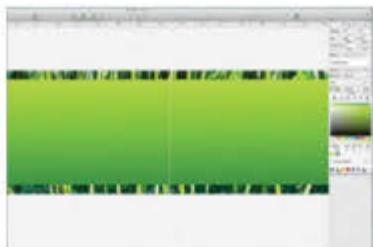
3: Export the graphic

Click Make Exportable on your graphic and hit the Export button, setting size and file format.



1: Image background

Start a new Artboard sized 960 x 300 and add your desired photo background from the Insert menu.



2: Rectangular overlay

Insert a rounded rectangle and size over your photo, leaving a border. Apply a gradient fill of colour.



3: Punch out text

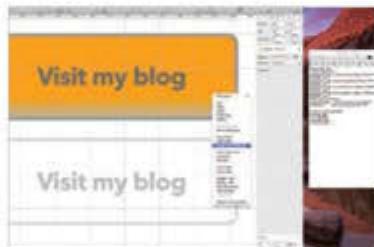
Insert text above your rectangle layer. Convert to shape then Combine and Subtract to cut out.

Typographic headers

Header graphics that combine photography and text cut outs (typographic headers) are pretty trendy these days. Here's how to achieve the effect in three short steps by combining Sketch layers.

Copy CSS attributes

The Sketch software enables users to copy to the clipboard the CSS3 attributes for an object. You can then paste these into your page to render buttons etc with code instead of with images.



1: Grab the CSS

Right-click your desired object and pick Copy CSS Attributes. Paste into a text editor to inspect CSS code.



2: Insert into your page

If you paste the attributes into the <head> of a page you can enclose within CSS classes to style elements.



3: Edit and preview

After tweaking attributes and attaching them to a page element you can preview in your browser!



Build your site

Access WordPress then add templates, plug-ins and widgets from the Dashboard

WordPress Free

 WordPress is a Content Management System (CMS) and is the most popular blog publishing platform. The software is free but must be installed on a web server running PHP and MySQL, which is a standard on hosting packages. It then unpacks and creates a Dashboard area you log into. Here you can install free or premium site templates, reconfigure them, add pages and publish posts.

"The software is free but must be installed on a web server running PHP and MySQL"



Step-by-step | Use Dashboard with BitNami Stack for WordPress



1: Virtual WordPress installation

BitNami Stack for WordPress gives test access to a virtual WordPress installation. Install the free app, run it and click Go To Application to log in.



2: Adding themes

From WordPress's Dashboard click Appearance to view themes. Here you set what is active while clicking Add New installs new designs.



3: Customise without code

Active themes such as 'Singl' shown here are packaged with full options for restyling. Click the Customize button to access the live editor.



4: Populating rich themes

Themes like Revera (fabthemes.com/revera) quickly achieve a designer look once posts, images and widgets are all added via Dashboard.

Learn to code

Brush up on the code theory and get practical

Building modern websites starts with certain coding skills. HTML5 and CSS3 are vital for structure and styling, while JavaScript adds interactivity. Here are three iPad apps to aid learning.



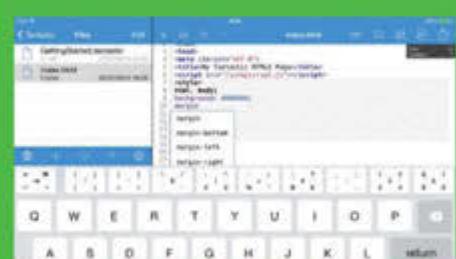
Learn HTML Basics Pro £0.79/\$0.99

 Focused on HTML, JavaScript and CSS, this guide provides tag and coding examples with explanations on how to use them plus a simple code editor for previewing.



CSS3 Table of Selectors £0.79/\$0.99

 Arranged in a colour-coded periodic table, this reference app identifies the major CSS3 Selectors for applying next-gen rendering effects in modern browsers.



Textastic £6.99/\$8.99

 This iPad editor offers code hinting and completion for HTML, CSS and popular languages. Also includes connectivity via FTP, SFTP and WebDAV servers.

Create your custom website

What it takes to compose basic HTML documents and add more advanced features

Stack elements

Using an add-on like Stacks 2 you can drag and drop columns of configurations onto the page. Common elements for images, text, grids, quotes and buttons can then be inserted

RapidWeaver 5

£59.99/\$79.99 (Stacks 2, £17.50/\$29.95)

 RapidWeaver is an ideal IDE for turning your designs into actual HTML documents. It simplifies things for those intimidated by code via a visual editor, again allowing you to drag content blocks into place to form standard column-based layouts. Beyond the main suite you can purchase new template themes and add-ons such as the intuitive Stacks 2 plug-in by YourHead.com. Here we overview the key features and tools.

Building a layout

By stacking columns, grids and elements you'll gradually produce desired page layouts. You can then use the inspector panels to fine tune object styles or delve into the HTML directly

Page inspector

This panel sets the basic characteristics of your page, and the selected template. Aside from setting name, colour schemes and sizing you can also configure headers and sidebars

Template themes

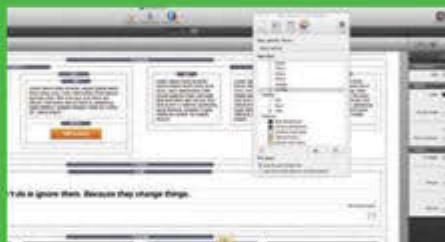
RapidWeaver ships with a raft of themes out of the box, adding basic styling to your new pages. This menu switches themes while the button below toggles editor and preview modes



Pro RapidWeaver tips

Go beyond the basics

RapidWeaver still provides access and options for administering code-level edits. Whether you're just as comfortable typing in raw HTML tags and CSS classes or simply pasting in snippets, your development is supported. In fact switching views from a page composed visually to the nuts and bolts behind is a superb way of referencing code for learning purposes. Front-end web development is so much about previewing changes so try and experiment!



1: Mix HTML with rich text

Coders can still manually go 'under the hood' and edit directly the HTML markup. What's more you may also paste in <html> listings just as you might with rich text.



2: Leveraging reusable snippets

For those happy to compose smallish sections of HTML/CSS, RapidWeaver lets you add frequently used lines to a reusable snippets window and shortcut them in.



Publishing your site

Serve up your finished site to the wider world

The final act is to publish your site to the internet and make it publicly accessible online. If you have used a cloud-based or hosted service to create a blog, such as WordPress or Squarespace, this process is actually done for you. However, other web spaces must be uploaded via FTP or installed within a CMS on hosted web space and linked to a domain. Once your site has been published online, you can then monitor site traffic and update with an array of apps, widgets and services.



Hosting packages provide a familiar control panel for configuring your account and web space

Buy hosting Your website needs to be hosted online

To get your finished website live and accessible online you will require web hosting of some form. Various vendors offer affordable starter packages here, selling adequate web space on their servers. Here we pick two hosting companies and example packages ideal for beginners.



1&1

Hosting giant 1&1 (1and1.co.uk) offers packages optimised for popular platforms and CMS, with deals as low as £0.99/\$1.69 a month for the first year.

WordPress

WordPress.com offers a free 3GB hosted blog or brilliant premium and business packages for £70/£210 (\$99/\$299) a year.

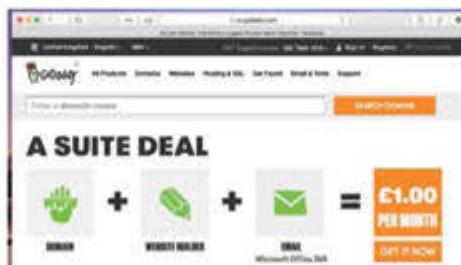
Domain names The final but crucial part

The domain name or URL, typically in '.com' or '.co.uk' types, is the address that signposts your website. If you want a custom one it must be available to buy and then point to your web host's server. Here we identify a pair of popular domain registrars.



123-reg

www.123-reg.co.uk is among the biggest, offering domains for just £3.49/\$5.95 as well as site creation and hosting services.



GoDaddy

This global brand leader (uk.godaddy.com) is now offering new dotUK domains from £4.99/\$8.51 and even has an iOS app.

SEO and analytics



Google Analytics Free

Search Engine Optimisation (SEO) and analytics go together to first ensure people find your site, then monitor the traffic activity. The Google Analytics app for iOS lets you log into your account and view periodic reports on visits, page views, conversions, active visitors and audience location.

Updating your site

Upload, manage and maintain your site remotely



Coda 2
(Mac)
£49.99/\$74.99



Diet Coda
(iPad)
£14.99/\$19.99



1: FTP access via Mac

Coda 2 enables FTP connectivity to log in securely to your site, browse the file structure and make live changes or edits.



2: FTP access via iPad

Diet Coda for iOS syncs with Coda 2, offering streamlined remote site access and a customisable editor for instigating HTML or coding changes on the fly.

Smooth out blemishes in Aperture

Use Aperture's Skin Smoothing brush to create naturally flawless images



Time needed: 20 minutes



The Skin Smoothing brush in Aperture is a simple, yet effective way to retouch portrait images to achieve a naturally flawless look. It's best used where there is a requirement to subtly smooth wrinkles and skin pores; images where there are only small areas of retouching required. You can by all means use the Skin Smoothing brush on larger areas, but you'll need to invest lots of time in order to create the naturally flawless result that you want. Remember, less is always more!

We're going to show you how you can quickly and easily retouch your favourite portrait images – remember to use the technique in conjunction with the other brushes that Aperture offers to achieve a really professional-looking finish. Sound good? Fire up Aperture and let's get started.



Use multiple brushes for best effects

If you're working with several different types of skin tone within one image, you should use multiple Skin Smoothing brushes. To do this, click the cog icon to the right of the Skin Smoothing adjustment brick and then select 'Add New Skin Smoothing adjustment'. Although you can't use two brushes simultaneously, you can use each one separately on the same image.

Brush window

If you can't find the Skin Smoothing brush floating window (or any Brush window, for that matter), you can activate it quickly and easily by clicking on the Brush icon from within the Adjustments tab



Undo

Undo allows you to remove a change you've made in a step fashion – you can remove changes in the reverse order that they were added without losing all of the overall progress you've been building



Revert to Original

The beauty of working in Aperture is that no change you make is set in stone – perfect for experimenting with brushes such as Skin Smoothing. If you want to start afresh, click the Revert to Original button

Options

If you want to access more options for your Skin Smoothing brush, click on the cog icon. Our favourite added option is to apply Skin Smoothing effect to the whole image! Try it and see what happens...

Aperture | Create a naturally flawless portrait



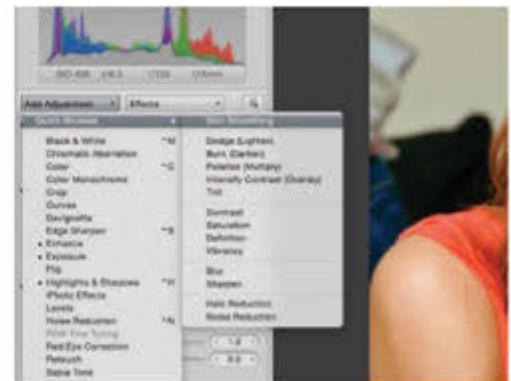
1: Find an image

Click on the Library tab, select Photos to browse your Aperture library and choose an image that you'd like to work with. Double-click on the image to display it in full screen.



2: Open your toolbox

Next, select the Adjustments tab on the left-hand side. This is where you'll find all of the brushes and tools that you'll need to make your image look really professional.



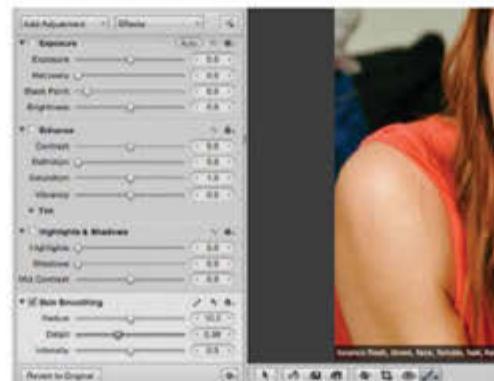
3: Choose your weapon

Click on the Add Adjustment box. From the drop-down that appears, select Quick Brushes and then Skin Smoothing. This will add the Skin Smoothing brick to the Adjustments column.



4: Don't get distracted

The Skin Smoothing HUD (Heads-Up Display) will appear on the screen. Put this to one side for the moment and focus on the Skin Smoothing brick in the left-hand column.



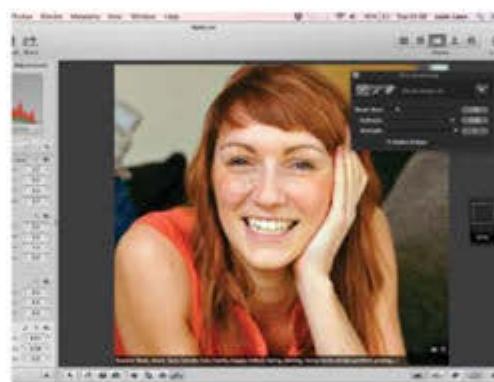
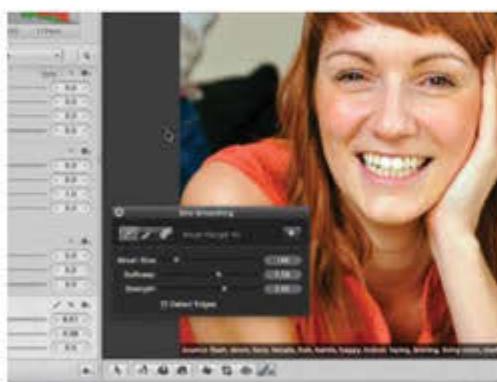
5: It's all in the detail

The sliders dictate the overall look and feel of the Smoothing Brush – the Intensity slider is key here. Drag towards the right for a smoother finish or drag towards the left to maintain detail.



6: Set your boundaries

Drag the Radius slider to the right to increase the amount of image area covered – great for smoothing over larger areas of skin pores such as a forehead or cheeks.



7: Adjust your brush

Next, focus your attention on the Skin Smoothing HUD. Here, you can adjust the size of the brush. Smaller brushes are perfect for smaller wrinkles or pores for a precision finish.

8: Softly, softly

There are no right or wrong settings. We recommend choosing a setting and brushing it onto the image to see how it looks. Remember you can undo any changes!

9: Slowly does it!

Brush over the areas of the image that you want to smooth over. Take your time with this... apply small amounts of brushing as it's very easy to over brush and create an unnatural finish.

Find photos with Aperture's Filter HUD

Make light work of organising your Aperture library



Time needed: 15 minutes



Heads-up displays (HUDs) are incredibly useful floating windows that contain a whole host of vital, task-specific information.

Aperture, Apple's professional-grade image editor, is no different. The Inspector HUD is undoubtedly the most popular in Aperture, giving you direct access to your library, metadata and adjustments menus, while there's also a Brushes HUD for identifying, erasing and setting attributes.

In this tutorial, we're going to be focusing on the Filter HUD as a way of searching for and organising your images. It's a HUD for searching complex media, enabling you to select checkboxes for search categories and specify exactly what you want to search for with ratings, keywords and customised rules.



Aperture | Use the Filter HUD to find photos



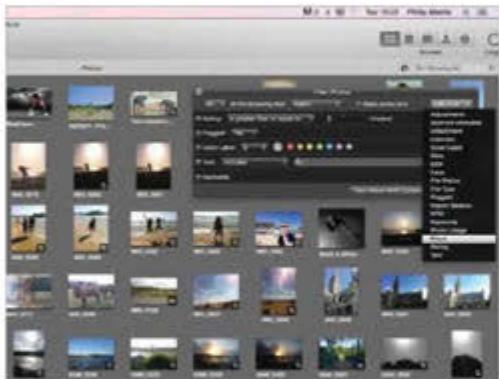
1: Show Filter HUD

Use the Cmd+F (Edit>Find) shortcut to load up the Filter HUD. Alternatively, hit the magnifying glass in a box next to the Showing All box. It'll appear as a floating table.



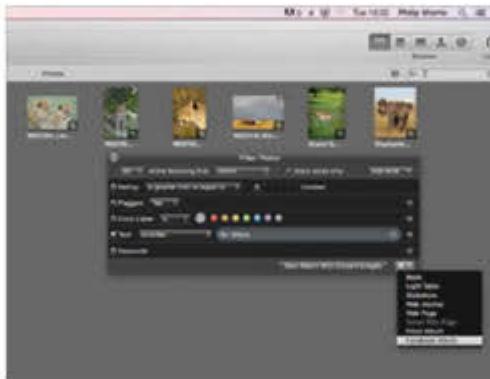
2: How specific?

The Filter HUD gives you numerous search options. Here we're searching by rating. Select how you want to search your library from the drop-down and choose how many stars.



3: Add rule

Explore the other options, but you can also customise your Filter HUD by adding a rule to search by. Head to the Add Rule drop-down in the top-right and select a new rule.



4: Action menu

So you've found all the images you want, but there's still more to be done in the Filter HUD. The Action menu lets you get creative, group in albums, upload to social media and more.

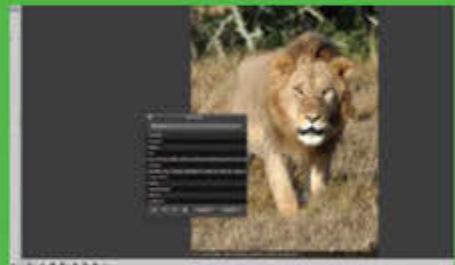
Keywords HUD

Staying organised in Aperture is of paramount importance, especially if you're a professional using it as a database of thousands of images. Here's how to use the Keywords HUD to stay on top of your workflow...



1 Search keyword

Head up to Window>Show Keywords HUD or hit Shift+H to view the Keywords HUD. Type away in the search bar at the top to search for a keyword. You'll get a live preview.



2 Add keywords

Keywords are essential to any efficient Aperture library. Adding one to your library is as simple as hitting the Add Keyword button and entering your keyword.



Edit image metadata in Aperture

Change your image information using Aperture's data editing tool



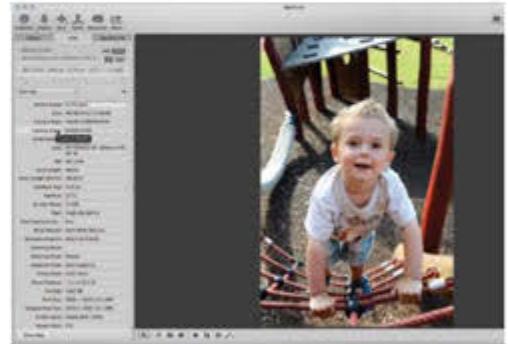
Time needed: 15 minutes



Every time you take a photo, your camera or phone automatically includes a whole selection of data in the file. This metadata is perfect for when you come to sort your photos later, as information like the date, ISO and focal length can all help you organise your photos in different ways.

There is a huge amount of data hidden in every photo, and in Aperture it's possible not only to sort your shots using this information, but also to view it all individually, and edit it to detail anything you like.

If, for example, the time and date on your camera was wrong, or you used a lens adapter that meant the lens type wasn't properly recorded, you can use these options to alter your data so everything is up to date.

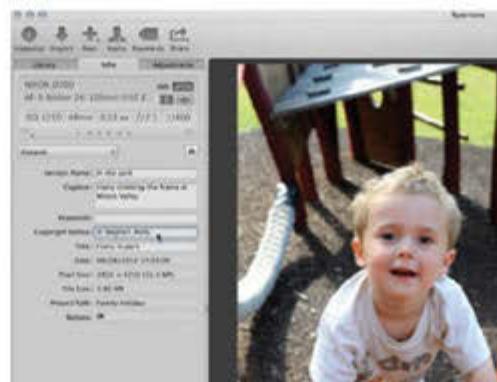


Aperture | Change your photo metadata



1: View the data

Choose the photo you want to view information for in the browser and then click the Info tab in the left-hand bar. Here, you'll see the basic information about the shot.



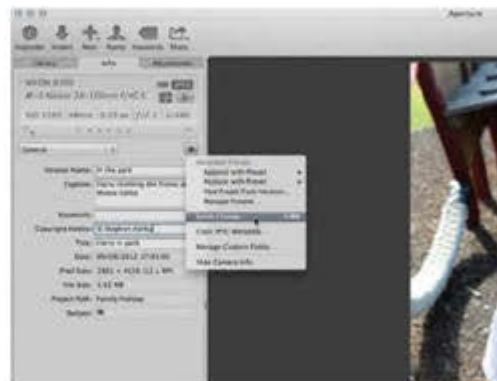
2: Add missing information

If data like keywords and captions are missing for your shot, you can add them here. Use the drop-down menu to view different metadata views, including the packed EXIF Info view.



3: GPS locations

If your camera includes GPS tracking capabilities, or you took shots on your iPhone, you will see that there is data here already. You can add it by clicking View Map and typing a location.



4: Making changes

You can also change information in a number of photos at once; click the cog at the top of the Info tab and choose Batch Change, then use the window to adjust several shots at once.

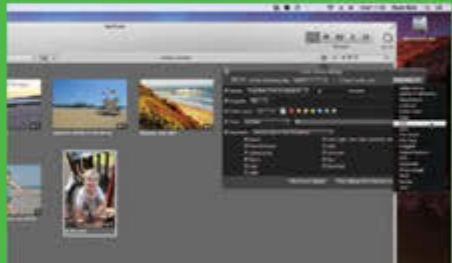
Sort using metadata

You can use Aperture's powerful tools to organise photos using a range of settings. Use the Filter control to manage your images...



1 Select Filters

In the main library view, click the Filters button next to the Search field in the top bar. You will see a menu appear that shows how the photos you currently see are being sorted.



2 Choose your rules

Tick the rules that you want to apply, and choose the criteria for each one to narrow your photos down. You can add new rules using the button in the top-right based on metadata.

Add copyright to images in Aperture

Copyright your pictures in Aperture by using watermarks



Time needed: 20 minutes



In the age of images going viral online and getting tens of thousands of views in just a few hours, it's easy for the work of artists and photographers to quickly spread without the name of the creator anywhere to be seen. If you want to make sure your photos aren't shared around without getting any credit for your impressive work, or if you just want to mark up your images with your name, a copyright watermark is the best choice.

It's not entirely straightforward to add a watermark to your images with Aperture, but we've found a solution that works well without too much hassle, and doesn't require any extra software like Photoshop or Pixelmator. All you'll need is Preview and Aperture, so let's get started.



The next level

If you already have an app like Photoshop or Pixelmator on your Mac, you can create a more nuanced copyright image to add. For example, adding a dark shadow to white text will ensure your watermark is visible in every situation as it can surround letters entirely. The apps offer a little extra control that sadly Preview just doesn't give you.

The image shows a Mac desktop with the Aperture application open. A watermark, which appears to be a small version of the same landscape photo, is being applied to a larger image of a stone tower in a field. The watermark is positioned in the bottom right corner. Several green arrows point from callout boxes to specific UI elements in the Aperture interface, such as the Presets menu, the watermark size and opacity controls, and the positioning options. A separate callout box points to the Mac keyboard at the bottom of the screen.

Opacity

You can adjust the opacity setting in the Presets menu, but if you're not sure what to go for, 50-60% is usually a pretty good option – the photo will still be visible beneath, but the watermark is unmissable

Two-tone

Create a two-tone watermark to ensure that it will be visible no matter what image it is applied to. You should want to make sure it can be seen in darker shots as well as lighter shots, remember

Size matters

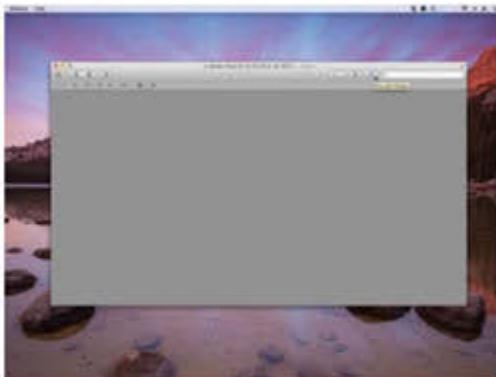
The size of your copyright image is important. If it's 1000 pixels wide and you export a massive photo at full size, it will be quite small on your shot, so you may want to export smaller shots for better results

Positioning

You only get five options for positioning your copyright image – the four corners and the centre – but these should be enough to place your watermark where you want it to go

136 Mac OS X Yosemite Genius Guide

Aperture | Add copyright to images



1: Create your image

First, you need a blank canvas. Grab a screenshot of your Mac with Cmd+Shift+3, then open it in Preview, click Edit>Select All, then hit Delete. Next, open the Edit toolbar.



2: Customise

Add text, increase the font size and colour it black, then duplicate it by copying and pasting it. Colour the duplicate white and place it like this on top of the black layer.



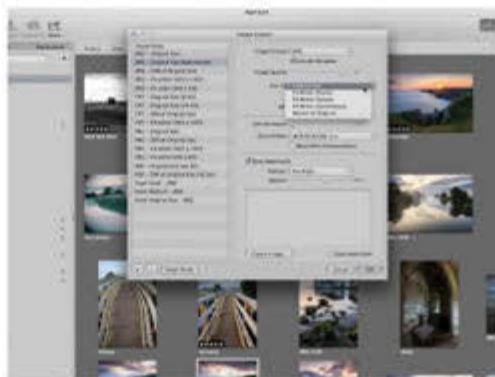
3: Crop and save

You'll now need to crop down your image. Hit Cmd+A to select the whole thing, then drag the grid down until you're happy with the size and hit Cmd+K to crop it.



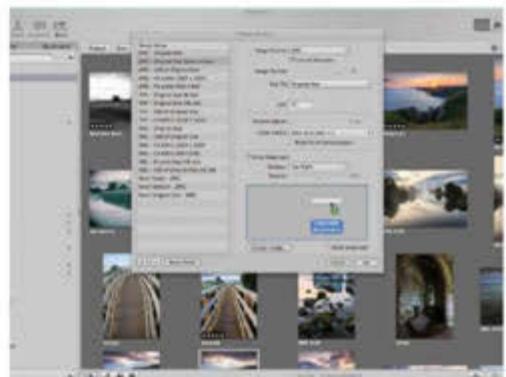
4: Create a preset

Next, open up Aperture and in the menubar choose Aperture>Presets>Image Export to open up the menu you need. Click the + in the bottom-left and name your new preset.



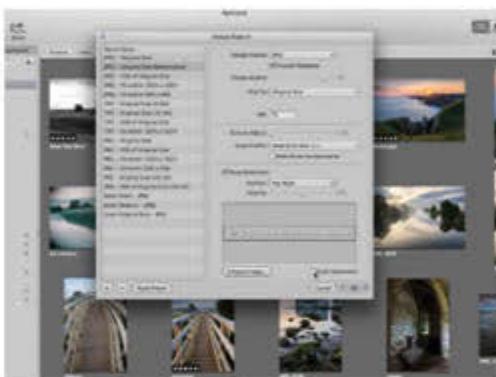
5: Choose your options

Each preset has its own individual options, so spend some time checking through the available choices. At the bottom, make sure the Show Watermark box is checked.



6: Add your watermark

Drag and drop your saved watermark image into the box in the menu. You can alter the opacity (we set it to 60%) and choose the placement using the controls above.



7: Do not scale

Make sure that the box marked Scale watermark is left unchecked. The feature doesn't work too well, and will usually result in a tiny watermark that is much too small.



8: Test it out

Test out your new watermark by exporting an image. It's unlikely to be perfect first time, and you can keep tweaking settings in the Presets menu to get better results.



9: Tweak and perfect

If your watermark is the wrong size, open your original copyright image in Preview once again and resize it, then save. Drag the new version back into Aperture to try again.

Going further

Categorise to the occasion

If you save your edited patches in the default location, you'll eventually end up with a mixed bag of patch types all lumped together in the User Channel Strip Settings folder. You can have your custom patches appear in the correct Library category (rather than the User Folder) by saving your creations in Macintosh HD>Library>Application Support>Logic>Patches>Correct Subfolder.

Strip reveal

If you're on a Mac with a smaller screen, you may have to close the Track and Region parameter boxes in order to see the channel strip in full. Do this by clicking the triangles to the left of their names

Legacy presets

To preserve compatibility with songs created in earlier versions of Logic, you can still access the channel strip presets available in previous versions by selecting the Legacy menu option from each channel's Settings slot



Type approval

The Patch Library menus vary according to the type of track selected. There are different lists for audio tracks, MIDI tracks, auxiliary channels and even specific mastering preset strips for the stereo output channel

Bus queue

When you are loading patches that contain aux sends, if the song already happens to use a particular bus for some other purpose, Logic will use the next available bus as a send

Create and save custom patches in Logic

Store and recall your favourite instrument and effect combinations with the new patch format



Time needed: 15 minutes



One powerful feature of Logic Pro 9 was its ability to store custom combinations of software instrument and effects into recallable presets known as **channel strips**. Logic Pro X has gone one better by adopting the more versatile patch as the basic library preset file format. Patches include not only instruments and effect settings, but also auxiliary sends and Smart Control layouts. Thus, if there's a combination of elements that you call upon regularly when working on different projects, you can simply call it up whenever you need it rather than having to construct it manually each time. In this guide, we'll demonstrate how to radically speed up your production workflow by creating and saving your own custom patch presets.





Logic | Create and save custom patches



1: New Logic project

In Logic, select File>New, make sure the Software Instrument track button is highlighted and click Create to create an empty project containing a new track.



2: Open library

Click the button in the upper-left section of the toolbar to open up the Library pane. This is where you can access all the patches that are shipped with Logic.



3: Patch it up

Click to drill down through the categories until you arrive at a list of patch names. Simply click once on a name to load that patch onto the current track.



4: Nice setting

Here we've loaded The Final Lead, which includes an ES2 synth preset, several audio effect plug-ins and two sends to two different Space Designer reverb effects.



5: Reveal triangle

If you have a desire to change individual elements within a patch, hover the cursor just to the left of the element you want to change. A grey triangle will appear.



6: Shift focus

Click the grey triangle to turn it blue – this indicates that this slot now has 'library focus'. In other words, the list of settings in the library now applies to this plug-in slot.



7: Swap out

With this out the way, you can now choose a different setting for this instrument or effect, without affecting the other elements in the channel strip.



8: Save changes

To save your changes, click to the left of the Setting slot to refocus the Library on the patch and click the Save button in the lower-right corner of the pane.



9: Name and refresh

Type a new name for your edited patch and click Save. You can update the Library menu to include your new patch by Control-clicking the menu and selecting Refresh Library.

Use Logic's Speed Up, Slow Down FX

Logic Pro X has a few surprises up its sleeve, and this useful effect is one of them



Time needed: 20 minutes

The cool-sounding slurring slowdown noise produced when you hit the stop button on a direct drive turntable or tape machine is an effect that's very popular with current mainstream music producers. This is largely because, thanks to the production powerhouses now used on our computers, it's an easy effect to achieve in software – no tape machines or record decks required!

Although often used on vocals, you can apply this effect to any audio you like – even the whole backing track. Fortunately, Logic has a built-in feature that makes it a doddle to recreate the effect on any audio track with just a couple of clicks. And even though it's easy to set up, it's just as easy to configure how you want it – as we're about to demonstrate.

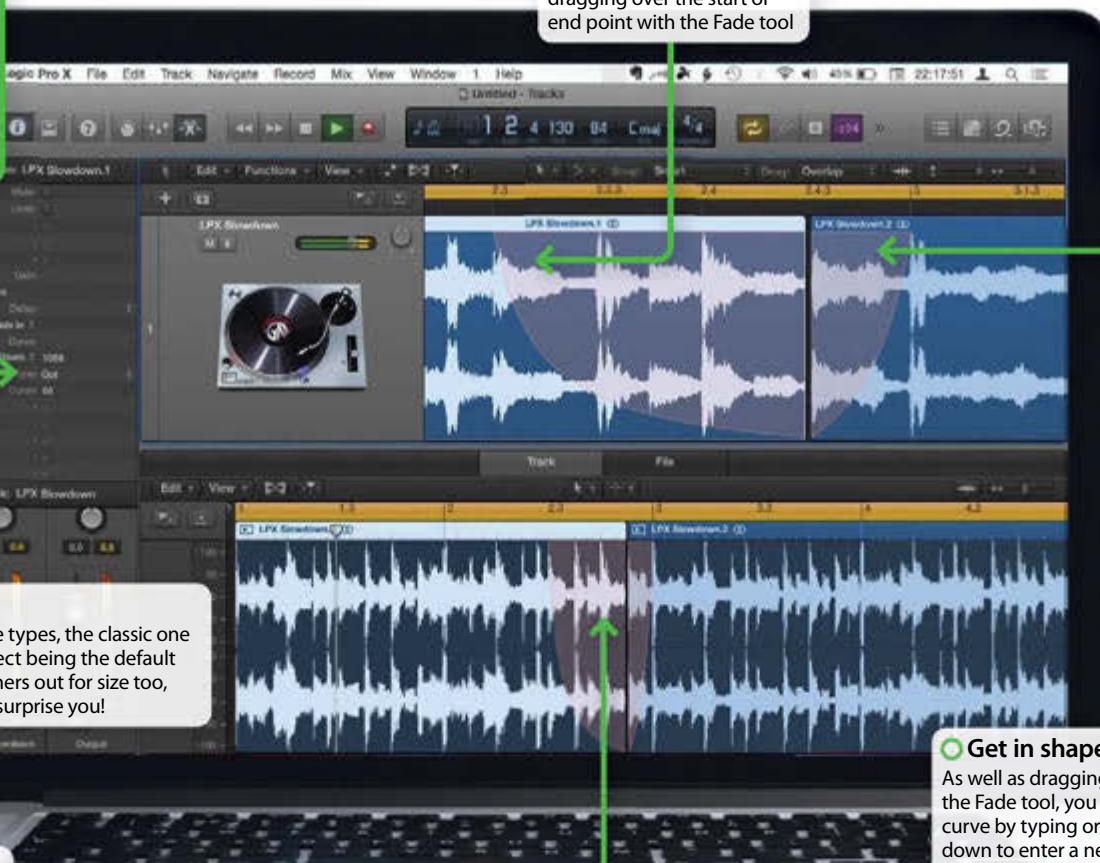


Curve behaviour

The number after the Speed Up or Slow Down menu refers to the length of the slowdown relative to the end point of the region. Lower values make the effect shorter, effectively moving the start of the Slow Down or Speed Up curve nearer to the end of the region.

Change length

As well as adjusting values in the Region Parameter box, the length of an existing fade can be reshaped by dragging over the start or end point with the Fade tool



Fade types

There are four different fade types, the classic one that really works for this effect being the default In or Out setting. Try the others out for size too, though – the results might surprise you!

Fade away

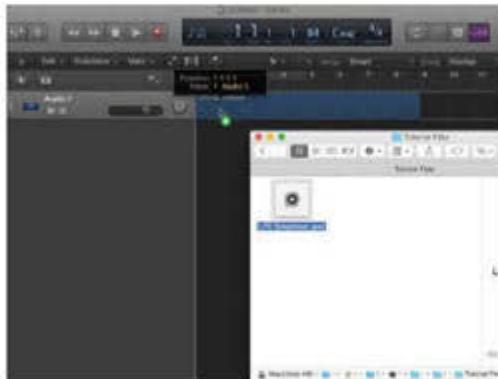
If you need to start again, you can delete a dodgy fade by Alt-clicking it with the Crossfade tool, or setting the value of its length parameter to zero in the region parameter box

Get in shape

As well as dragging left and right with the Fade tool, you can also reshape the curve by typing or dragging up and down to enter a new curve parameter value. Negative values produce a concave curve



Logic Pro X | Using Slow Down & Speed Up FX



1: Target region

Import the file 'LPX Slowdown.wav' from the tutorial files folder at FileSilo.co.uk/bks-620 into an empty Logic Project at 84bpm. Place the file at 1 1 1 1 in the timeline.



2: Split decision

To make our Slow Down effect, we need to make a gap to crossfade in to. So, using the scissors tool, split the region at 3 1 1 1 – the downbeat of bar 3.



3: Mind the gap

To make the gap, zoom in close and grab the lower right-hand corner of the first audio region with the pointer tool. Drag it back to 2.4.3, as shown above.



4: Fade away

Select the crossfade tool and draw a fade-out across the end of the region by dragging left to right from 2.3 and releasing the button with the cursor in the gap you just created.



5: More more more

In the upper portion of the track inspector, click the More down-arrow in the Region Parameter box. This reveals the parameters relating to the fade you just created.



6: Slow it down

Click the small arrows after the words Fade Out to reveal a pop-up menu. Select the Slow Down option. The crossfaded portion of the region should now be shaded orange.



7: Reshape

Hit the play button to hear the effect. If necessary, use the Fade tool to reshape the curve by hovering it over the centre of the curve and dragging left and right.



8: Drawback

To make the Speed Up, drag the start of the second region back to almost join up again with the first region, leaving a slight gap. Draw a crossfade back from 3 1 1 into the gap.



9: Speed it up

In the Region Parameter box in the main left-hand panel, change Fade In to the Speed Up option and adjust the shape of the curve as before, if required.

Going further

Feel for a pulse

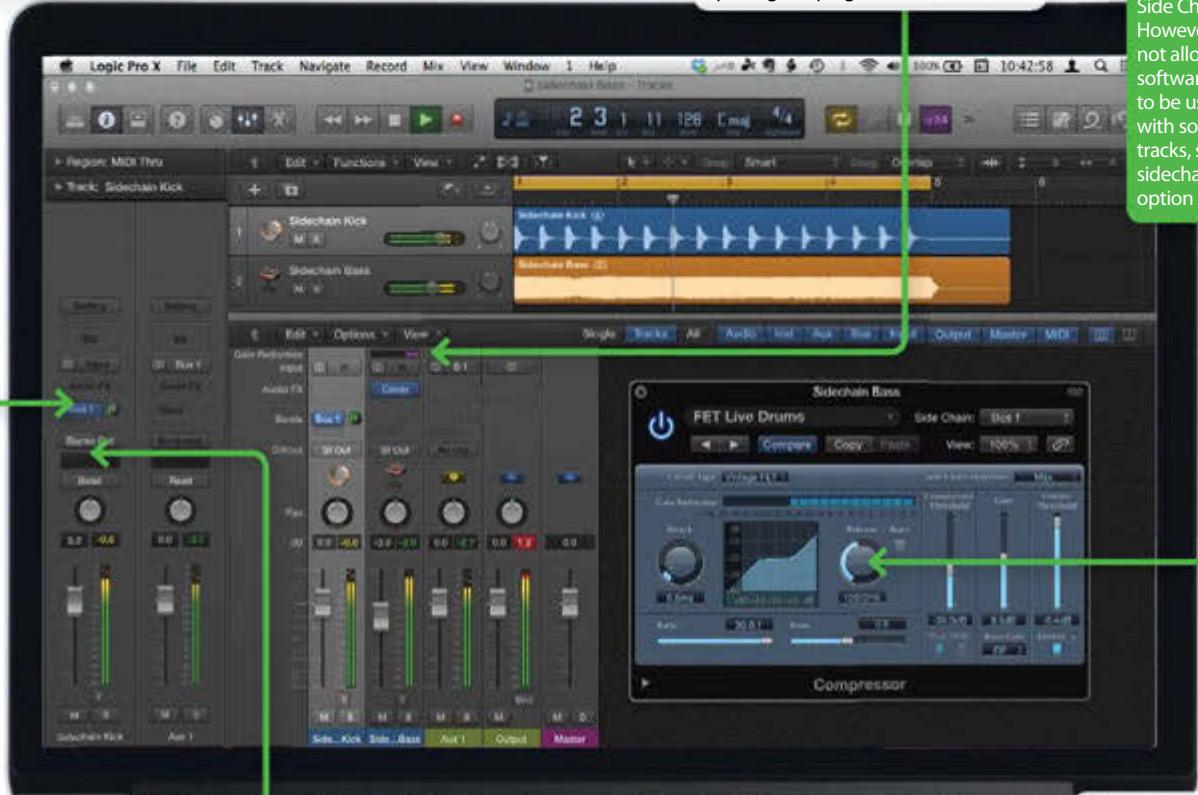
You can also alter the feel of the pulsing rhythm by using the kick-drum channel's Bus 1 Send control to adjust the amount of kick-drum signal sent to the compressor

In-channel metering

These tiny purple meters are facsimiles of the gain-reduction meter on the compressor that's inserted on that channel. This allows you to see how well it's working without opening the plug-in window

Routing tooting

As well as using a Bus, you can route the output of any audio track in your project direct to the compressor's sidechain input via the Side Chain pop-up menu. However, Logic does not allow the output of software instruments to be used this way, so with software instrument tracks, setting up a Bus as a sidechain input is the only option available to you.



Output setting

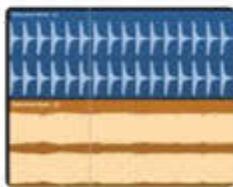
If you don't want to hear the kick drum that's triggering the compressor, set its channel's output to No Output – the bass will still pulse, but you can now use alternative drum sounds in your project

Gain reduction meter

This shows how many decibels the volume of the signal passing through the compressor is being reduced by at any one time. If all is well, it should move in time with the pulsing

Master Sidechained Bass in Logic Pro X

Want those pumping basslines? You need Logic, a compressor and some routing knowhow...



Time needed: 20 minutes



If dance music is your thing, you'll recognise a sustained bass note that pumps up and down in volume in the gaps between the kick drum beats as a well-known staple of the genre. The effect is achieved by placing a compressor across the bass part, but triggering it from the kick-drum part by way of the compressor's sidechain input. This reduces the bass's volume level every time a kick drum occurs, causing it to pump up and down in time with the track. By following the steps below, you too can unlock the mysteries of this dancefloor-filling trick that can be conjured up not only by Logic's own built-in compressor, but also any decent third-party compressor that boasts a sidechain input. Don't forget to download our tutorial files at FileSilo.co.uk/bks-620.



Logic Pro X | Create a sidechained bassline



1: Drag and drop

In an empty Logic project, set a tempo of 128bpm and drag in the file Sidechain Kick.wav from the Tutorial Files folder on FileSilo.co.uk/bks-620. Drop it on bar 1 as shown.



2: Import bass

Next, import the file Sidechain Bass.wav to a separate audio track. Set the cycle region to loop around bars 1 to 5. Press play and listen to the two files together.



3: A certain ratio

Insert a compressor plug-in across the bass track and select the FET Live Drums preset. We need quite an extreme amount of volume reduction, so set a ratio of 30:1.



4: Catch a bus

On the kick-drum channel, click the Send slot and select Bus 1. This will send a copy of the kick-drum signal out of Bus 1, but leave the level control turned down for now.



5: No output

We don't want to hear the copy of the kick alongside the original, so set the output of Bus 1's return channel (Aux 1) to No Output to remove it from the mix.



6: Set sidechain input

Up in the top-right corner of the compressor's plug-in window, set the Side Chain input to Bus 1. The copied kick-drum signal will now trigger the compressor's gain-reduction circuit.



7: On the threshold

Set the compressor's Threshold control to around -30dB to make it really sensitive to the incoming kick-drum signal. Press play to start the track looping.



8: Turn it up

On the kick-drum channel, gradually turn up Bus 1's Send knob to around -2.0dB. You should be able to hear the bass dropping in volume whenever the kick drum hits.



9: Timing is everything

Adjust the compressor's Attack and Release controls until the timing feels right. Shorter release times will make the bass rise up more quickly into the gaps.

Use Quick Swipe Comping in Logic

Get the best performance possible by merging parts from multiple recordings



Time needed: 30 minutes

When it comes to getting perfect performances into our Logic tracks, our actual musical abilities can often fall short of our aspirations. There's no reason why this should be an insurmountable obstacle to a musical masterpiece though. Quick Swipe Comping enables you to record multiple passes in cycle recording mode, view them as a stack and assemble a master comp by simply drawing your mouse pointer across the bits you want to include from each take.

As long as good versions of all the sections of a part are in there somewhere among the takes, Quick Swipe Comping makes it simple to sort the wheat from the chaff and turn even the most ham-fisted of us into accomplished musicians. Here's how it's done.



Alternative comps

When you arrive at a comp you like the sound of but think you could improve, use the Duplicate Comp command in the dropdown menu. This saves the current comp and enables you to continue to make changes to a copy. Recall stored comps by selecting them from the menu. You can then use the Rename Comp command to give them a relevant name.

Auto crossfade

The setting for the crossfade time between sections of your comp is found under the General tab of Logic's Audio preferences pane. The default is set to 20ms

Icon do it
The left icon in the top-left corner of the Take Folder opens and closes the folder. The middle icon opens the Comp menu and the right icon disables Quick Swipe mode

Export Active Comp to New Track
This option creates a flattened version of your current master comp on an adjacent new track. Don't forget to mute the original so the two don't play at once

Dare to compare
To quickly compare similar regions from each take, simply click the relevant area of an unselected take to temporarily place it in the comp

Logic Pro X | Working with Quick Swipe Comping



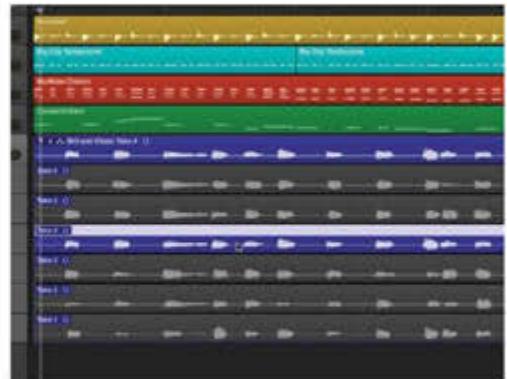
1: Capture takes

Set Logic's cycle region to encompass the correct number of bars. Click the Record button and record over the same section multiple times to create a Take Folder.



2: Hit stop

The Take Folder resembles an ordinary audio region, except for the icons you can see in the top-left corner. The takes form a stack with the newest at the top.



3: Audition takes

Initially, the comp layer plays back the last recorded take. To audition earlier takes, single-click on each take to successively swap it into the comp layer for playback.



4: Select the best

To begin creating your comp, leave the best whole take selected in the comp layer. Set the track looping and swipe the pointer across a portion of another take.



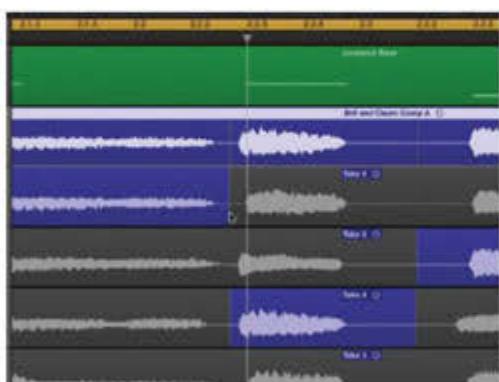
5: Regular updates

The comp layer automatically displays the updated waveform for each newly inserted section. The region boundaries are shown as thin vertical lines within the comp layer.



6: Build it up

Continue to audition and add new sections to build up your master comp. The comped sections are crossfaded automatically for a smooth, click-free result.



7: Drag edit points

Fine-tune the edit points between each comped section by dragging the vertical borders left or right. Neighbouring regions will resize automatically.



8: Flatten

Once you're happy with your comp, you can make the edits permanent by flattening it. This renders the edits as a series of regions with predefined crossfades between them.



9: Fine adjustments

Once flattened, you can now use Logic's standard Fade tool to adjust the length of any wayward crossfades for which the default setting hasn't worked.

Going further

Fade away

Use the Fade tool to smooth the start and end points of any edits you make. Use the Pointer to drag regions into place to close up gaps where you've removed the outtakes and loud problem noises

Movie track

You can add a video file to Logic's movie track to act as a visual guide for your voiceover. Select View>Show Movie Window in order to view it in a floating window



Gate expectations

For this task, put noise gates before compressors in the effects chain. This is because the gate will shut off background noises more effectively if the difference in loudness between the unwanted noises and the audio to preserve is as large as possible. Placing the gate after the compressor makes it harder to differentiate between wanted and unwanted audio.

Mic Model

This setting allows you to compensate for quirks in the frequency response of specific Apple built-in microphones. If using an external, non-Apple mic, leave this set to Generic

Compressor

Set the threshold so that the gain reduction meter only lights up when the loudest audio plays. That way, quiet parts remain unaffected, while louder parts are reduced in volume. The Auto Gain then makes the whole thing louder

Create a perfect voiceover in Logic

We show you how to use Logic's plug-ins to get the perfect spoken-word commentary



Time needed: 30 minutes

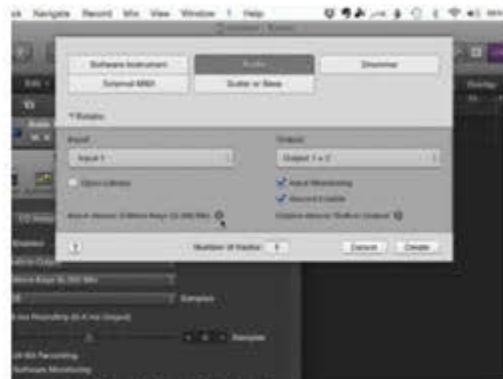


Recording a great voiceover is a task that can be undertaken for many reasons. You might want to add a commentary to an iMovie video, podcast or iPhoto slideshow, or perhaps tidy up the audio track to a screencast you've produced in a screen capture app. Whatever the end result is destined for, what's important is the need for crisp, clear, intelligible speech, free of distracting pops, keyboard clicks, computer fan noise and other unwanted sounds. With its built-in stash of professional audio editing plug-ins, Logic thus represents the perfect solution.

To follow this tutorial, first copy the file 'LPX Voiceover.cst' from File Silo (www.filesilo.co.uk/bks-620) to Macintosh HD>Users>Username>Library>Application Support>Logic>Channel Strip Settings>Track.

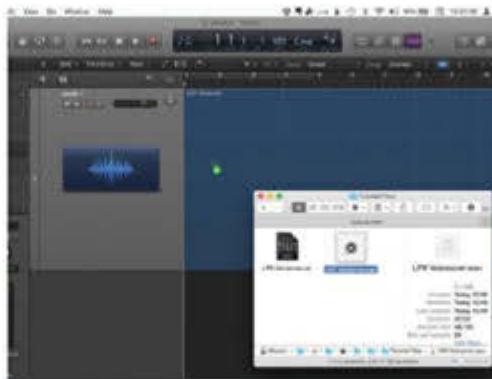


Logic Pro X | Spruce up your spoken soundtracks



1: Record a voiceover

Select either your Mac's built-in microphone, or a microphone connected to a suitable interface, as the input for a new audio track. Then just hit the Record button.



2: Zoom in

Alternatively, drag and drop our demo audio 'LPX Voiceover.wav' file from the supplied files into your Timeline. Zoom in vertically to reveal plenty of low-level waveform detail.



3: Load channel strip

If it's not already on show, open the Inspector pane by clicking its button in the control bar. Click on the Setting slot and load the LPX Voiceover channel strip preset.



4: Enable High Pass filter

You'll notice that our recording contains quite a lot of excess low frequency, so use the filter to roll off the low end from around 140Hz downwards, as shown.



5: Enable Noise Gate

Enable the Noise Gate by clicking the power button on its slot. Set as shown; this should remove most of the pops, clicks and other unwanted sounds between words.



6: Enable Speech Enhancer

Set the Speech Enhancer's Denoise threshold at -41dB to mask the background noise during the speech. Uncheck the Voice Enhance box to preserve the start of words.



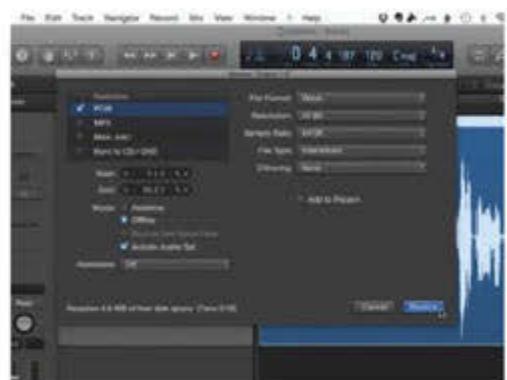
7: Compress

Finally, enable the Compressor. With its fairly high ratio and makeup gain, this setting will reveal all the voice's lower volume detail and even out the higher volume peaks.



8: Check it

Play through the track. If any loud problem noises are slipping through the gate, use the Scissors tool to snip them out, then delete them using the Backspace key.



9: Export duty

When you're happy with how it all sounds, export an audio file using the File > Bounce command. This can then be imported into wherever it's required.

Produce wild weather FX in Final Cut

Enhance your footage by using grading tools to turn day to night and add flashes of lightning



Time needed: 20 minutes



Sometimes we'll need to use Final Cut Pro X's grading tools to alter a clip's colours and tones so that they look true to life. This helps us overcome colour and exposure problems produced by incorrect camera settings. At other times we might desire to make more creative changes to colour and tone. In this walkthrough we'll show how to add atmosphere to a scene by changing day to night with a little post-production grading. We'll also add weather elements that would be challenging to shoot for real, such as sheets of rain. We'd be reluctant to shoot during a thunderstorm despite the dramatic results we may capture. Fortunately, Final Cut Pro can unleash a digital deluge on our location courtesy of its Effects browser. Find our files at FileSilo.co.uk/bks-620.



Enhance the rain

To give the streaks of computer-generated rain more impact, click a clip to select it and then go to the Rain section of the Video Inspector. Turn on the taps by increasing the Amount slider's value. Tick the High Quality button. Push Brightness up to 2.0. Don't forget to apply these Rain changes to all of the split clips in the timeline.

Split clip

We added a Rain effect to the entire clip. We then used the Blade tool to create a shorter section of footage to feature extra effects, such as flashes of lightning and camera shake

Sound effects

We enhanced our creative project's visual effects by adding a layer of audio effects (such as rain and thunder) from the Final Cut Pro Ambience folder

Effects browser

Here we can find a range of drag and drop footage-enhancing preset effects, such as flashes of lightning and the ground-shaking Earthquake effect

Colour correction

Click on the Show Correction icon to access colour- and tone-tweaking tools that can give your daytime-captured footage a colder nocturnal look

Final Cut Pro X | Add weather effects and creative grading



1: Import clips

Import our Wild Weather clip into Final Cut Pro and add it to a new project. Go to Window>Show Inspector. In the Color section of the Inspector, click the Show Correction icon.



2: Adjust colour

In the Color panel, drag the Shadows control point up to 32%. Drag Midtones up to 38%. Drag Highlights up to 32%. This adds a bluer nocturnal hue to the clip's colours.



3: Tweak the tone

Go to the Exposure panel and drag the Shadows control point down to -13%, leave Midtones at 0% and drop Highlights to -10%. This creates gloomier lighting.



4: Add rain

Click the Show Effects browser icon. Go to Stylize. Drag Rain onto the clip. Drag the arrow to change the direction of the rain. A larger circle creates longer streaks.



5: Split the clip

Place the cursor at 5:00 sec. Press B to activate the Blade and click to split the clip. Scrub forward to 6 sec and split the clip again to create a 1 sec section.



6: Add lightning effects

Press A to go back to the Select tool. Go to the Light section of the Effects browser. Drag Flashing onto the split 1 second section to add flashes of lightning.



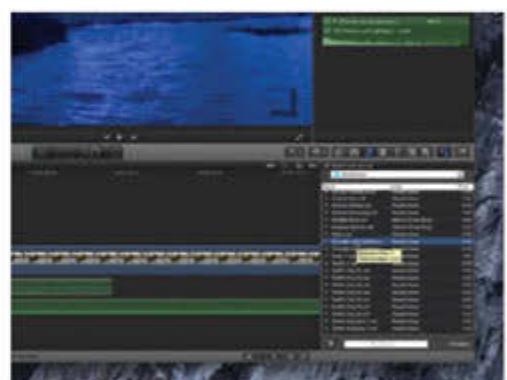
7: Shake things up

Go to the Distortion section of the Effects browser and drag the Earthquake effect onto the split 1 second section. This makes the camera shake as the lightning strikes.



8: Fine tune properties

Go to the Video Inspector panel. Reduce the Earthquake Amount slider to 5 to create a more subtle camera shake. Drop the Flashing Intensity slider to 85.



9: Add sound effects

Go to the Sound browser and open the Final Cut Pro Sound Effects Ambience folder. Drag Thunder and Lightning 1 below the lightning clip. Add some Rain too.

Going further

Custom speed

Here you can change the speed of a clip by typing in a specific percentage rate. Alternatively you can tick the Duration button and type in a clip length using timecode. The percentage will change automatically to make the clip fit the desired duration

Retime menu

Click this icon to access Final Cut Pro X's retiming tools (or click to select a clip in the Timeline and press Cmd+R). You can also access the retiming commands from the Modify menu

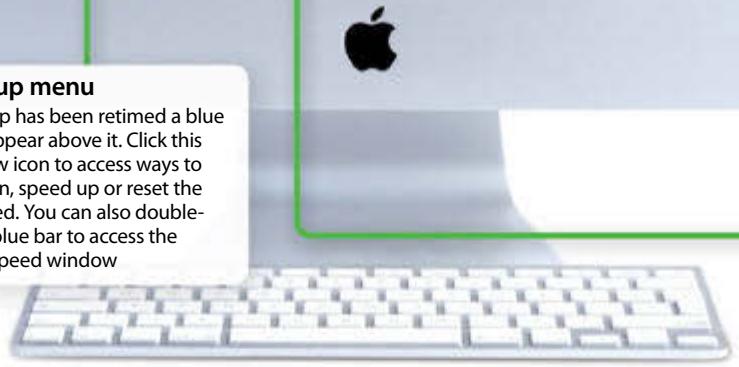


Add a zoom

Once you've edited your sequence and retimed the footage to speed it up, click on the Timeline and press Cmd+A to select everything. Press Cmd+G to create a new compound clip. Use Final Cut's Transform tools to add a slight digital zoom to the time-lapse footage, so the camera zooms in slowly as the action speeds along.

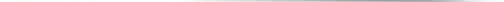
Pop-up menu

Once a clip has been retimed a blue bar will appear above it. Click this little arrow icon to access ways to slow down, speed up or reset the clip's speed. You can also double-click the blue bar to access the Custom Speed window



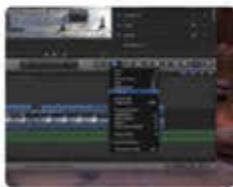
Drag it

A quick and intuitive way to change a clip's speed is to drag the start or end point of its retiming bar. This will create a shorter and faster (or longer and slower) clip without the need to type numerical values into boxes



Create a time-lapse sequence in Final Cut

Use Final Cut Pro X's brilliant Retime menu to create memorable digital footage



Time needed: 10 minutes

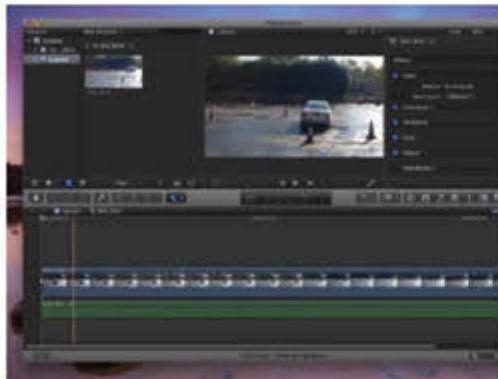


Some events (such as a slow-moving boat) can take a while to unfold, which is why it's useful to digitally retime your footage to speed up the action and make it easier to consume. This retimed footage can give your programme's audience a new perspective on the action. By speeding up video you can see the ebb and flow of a city's traffic as it flows through streets and rivers, for example.

Final Cut Pro X enables you to speed up your footage using preset increments from 2x up to 20x. You can also manually choose a custom speed that suits your subject matter, courtesy of the more intuitive Retime feature, as you'll see in our walkthrough. This enables you to fine-tune the speed of different sections of your time-lapse sequence.



Final Cut Pro X | Speed up footage using the Retime menu



1: Import clip

Choose File>New>Event. Name it. Click OK. Label the project Timelapse. Go to File>Import Media. Browse your Source clips folder. Click Import Selected. Drop the clip onto the timeline.



2: Split the clip

Press B to activate the Blade. Scrub to a point and click to split the clip. Split it again at other intervals. Press A to activate the Arrow key. Remove the wobbly re-framing sections.



3: Speed it up

Play the edited sequence and you should see the edits that you have just made in effect. Go to Modify>Retime>Fast and choose 20x. This increases speed by 2000%.



4: Play the clip

A blue bar appears at the top of the retimed clip showing the percentage of the speed change. Adjust the Timeline zoom level to see the blue bar clearly.



5: Custom speed

The clip runs for two seconds instead of 40. If we apply the same speed change to the second clip it will be over too quickly. Select it and Choose Modify>Retime>Custom Speed.



6: Give it 300%

A Custom Speed window will appear over a green bar. Green indicates that the clip has a normal speed. You can type in a custom speed such as 300% and hit Return to retime the clip.



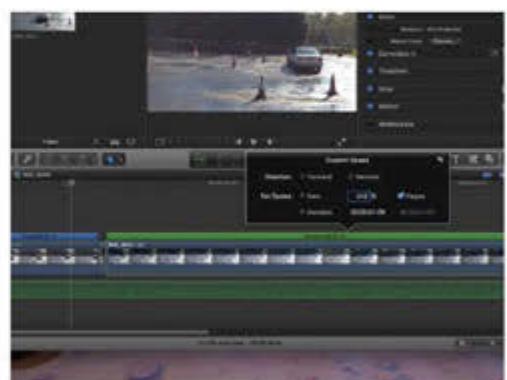
7: Play it back

The sequence starts out at 2000% for the first section and then drops to 300% during the second section. See how this affects the flow of the movie and make adjustments if necessary.



8: Fine-tune the speed

You can manually tweak speeds. Drag the first clip's blue bar to change the percentage to 1000%. Drag the end of the second clip's blue bar to set the retimed speed to 500%.



9: Finishing touches

Clips one and two now run for about the same duration, though they feature different speeds. Increase clip 3 to about 370% for a tighter, faster sequence. Add music to link them together.

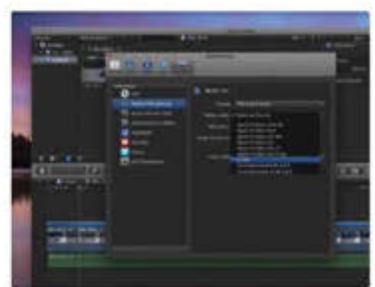
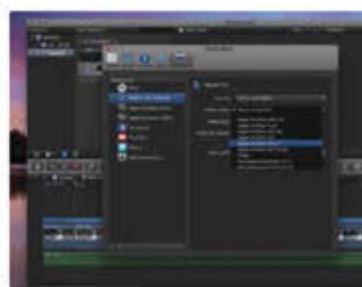
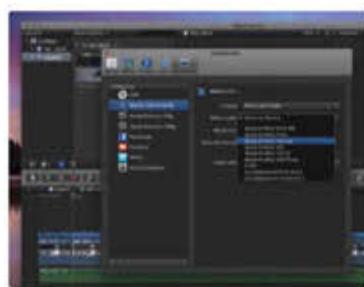
Use the right format in Final Cut Pro

Understand the best use of codecs and formats in Apple's premier video-editing suite



Final Cut Pro X provides you with a collection of preset export options to best suit your exporting needs. If you simply need to upload your finished video to YouTube, then select the YouTube preset, or use the Master File preset to create a master of your finished edit. If, however, you need to create a specific file format for your video it's worth looking into the available settings when it comes to exporting your edit.

In this top ten list of video formats for Final Cut you will find out what the best possible codecs, formats and presets are for your video outputting needs. A video format represents the file type of an export, and determines a file's compatibility with different devices, software and websites. A preset is a pre-designed combination of both a video format and codec to suit a specific type of export.



1: Working with Destinations

To build custom export settings in Final Cut, click on File>Share>Add Destination. Click a destination type to its view settings. Most destinations are built up of a Video Format, Codec and Resolution, all of which determine size, quality etc.

2: Codec: 422 (HQ)

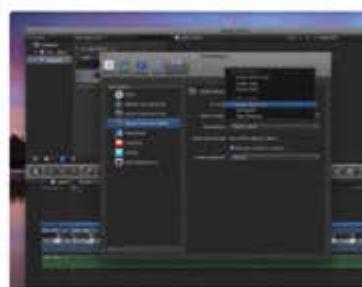
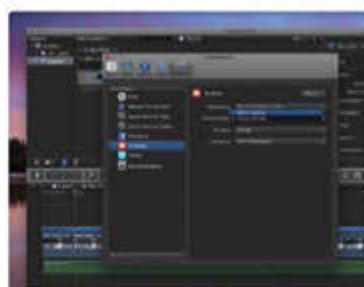
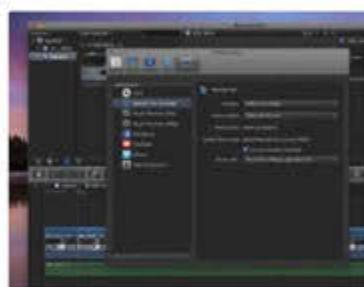
Pro Res 422 is one of the most universally used video formats for shooting, editing and exporting footage. Exporting in 422 (HQ) provides a lossless export and is the perfect file type for creating a master copy of your edit. Pro Res exports have a very large file size.

3: Codec: 422 (LT)

The LT Version of Pro Res 422 is a more compressed codec. This file format allows for quicker playback and is rendered when editing. Footage can be converted then edited in 422 (LT) to then be replaced by a higher quality codec for a final export.

4: Codec: H.264

If you need to compress your video to a suitable size with minimal loss of quality and maximum compatibility, then the H.264 is the codec for you. H.264 is perfect for creating a smaller file size to be uploaded to sites like YouTube or Vimeo.



5: Codec: Same as Source

Exporting your edit as Same as Source provides a lossless export of your edit in the same video format as your original clips, most likely H.264 or Pro Res. Exporting Same as Source is a simple way of making a master export of your final edit.

6: Preset: YouTube

The YouTube preset provides you with the lowest file size at the highest quality. If you are not pressed for time select Better Quality as the compression setting, letting Final Cut give a second pass on the export, helping to increase the overall compression quality.

7: Preset: Apple Devices

When exporting for Apple devices, take into account screen resolution before exporting. It's important that you export files intended for Apple devices correctly, as file size is a factor when storing video on a device that may not have much storage space to spare.

8: Add Destinations

Click Add Destination in the Destinations window to view more options. Double-click a destination to add it to your Destinations list. It will then appear as an option when you click File>Share. Click on the newly added destination to change its export settings.



Format

Use the Format drop-down menu to select an output mode such as Computer, Apple Device or Same as Source. This will determine what type of Codec is available for your export

Resolution

The resolution of a video will depend on the screen type that it will be viewed on. If you have a device that is only 720 x 1080 resolution you won't need to worry about a 1920 x 1080 export

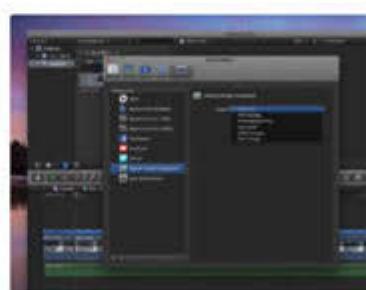
Video Codec

The Codec used will depend on what your video is being viewed on. If you intend to upload to YouTube you won't need anything higher quality than H.264, since it is being uploaded to web



9: Compressor

Advanced export settings can be created using Compressor Settings. This option will only be available if you have Compressor installed on your Mac. Compressor allows for variable bitrate exports, helping to further reduce a video's file size without compromising the quality.



Create a Bundle in FCP



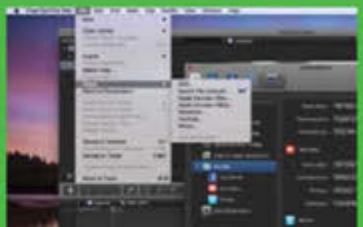
1 Create a Bundle folder

Go to File>Share>Add Destination. In the Add Destination window simply double-click on the Bundle option to add a Bundle folder to your Final Cut export destinations.



2 Add destinations

Click on a destination format then change its settings as necessary. Drag and drop the destination type into the Bundle folder. You can do this with multiple destination types.



3 Export as a Bundle

Close the Destinations window. Go to File>Share>Bundle. Review the settings and click Next. You will be prompted to log in to sites included in your Bundle before exporting.

10: Image Sequence

Using the Image Sequence file format, you can export every single frame of your video as individual images (normally in a .tiff format). This is a considerable option if you need to use your edit for multimedia purposes, such as for use in a Photoshop animation.

Going further

Reposition the split

The vertical graduated mask blends the left twin from the top layer with the right twin from the lower layer. This Center control handle enables you to reposition the split in the screen to the left or right

Split screen

This grey Target control handle enables you to change the Graduated Mask from its default horizontal position to a vertical one. This lets you create a split down the middle of the frame

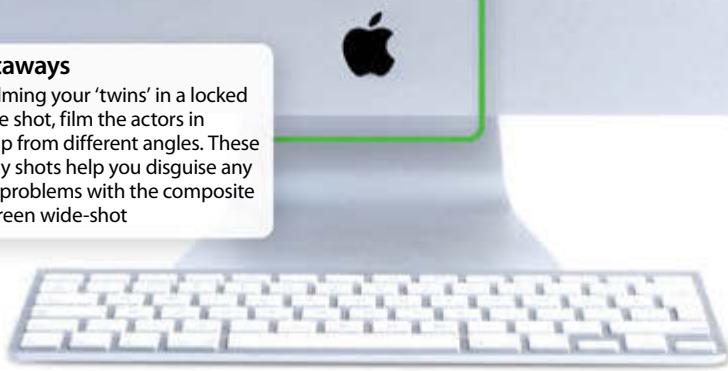


Shooting your assets

To get the split screen technique to work you need to lock the camera in position on a tripod. The only thing that should move is your subject when they play the role of the twins. Objects that cross the split in the screen (such as a table) must not move or they will become misaligned when you combine the two clips.

Cutaways

After filming your 'twins' in a locked off wide shot, film the actors in close-up from different angles. These cutaway shots help you disguise any timing problems with the composite split screen wide-shot



Keyframes

By adding keyframes to the graduated mask's Center control handle, you can animate the position of the split screen along the X-axis (from left to right). This enables the right twin to place the glass on the table so the left twin can then pick it up in an unbroken shot

Create a digital double in Final Cut

Combine an animated mask with the classic split screen effect to turn one person into two



Time needed: 35 minutes



Since the middle of the 20th Century, movie makers have enjoyed using the split screen technique to make a person look like they're on screen with their identical twin. Variations of this classic technique are employed today in dramas such as *Orphan Black*, where the protagonist encounters multiple copies of herself.

The split screen technique is simple but effective. You film an actor in the right half of the screen pretending to talk to their twin in the left half. The actor then moves to the left of the frame and pretends to chat with the twin on the right. You run the two clips together and use a graduated mask to mix the left half of the one shot with the right half. This lets the 'twins' interact simultaneously.





Final Cut Pro X | Create clones and make them interact



1: Create a new event

Choose File>New>Event. Name it 'Twin Event'. Tick Create New Project. Click OK. Choose File>Import>Media. Select our five clips and click Import Selected. Add them to the Twin Event.



2: Add right twin

Drag the Right Twin clip to the Timeline. The man gives the right twin someone to interact with. Go to the Inspector's Audio panel and drop the clip's volume to 0 to hide his voice.



3: Add left twin

Drag the Left Twin clip to the Timeline so that it runs parallel with the Right Twin clip. Both clips run simultaneously, but we can only see the top Left Twin layer at this stage.



4: Add graduated mask

Click Show Effects Browser>Keying. Drag the Graduated Mask onto the Left Twin clip. This makes the bottom of that clip transparent, revealing part of the clip on the layer below.



5: Create a vertical split

Go to the Graduated Mask section of the Inspector. Toggle open the Target attribute. Set the X slider to 0.6 px. Set Y to 0.5 px. This creates a vertical split revealing both twins.



6: Slide the mask left

Toggle open the Graduated Mask's Center attribute. Drag the X slider to 0.37 px. This pushes the mask to the left, hiding the left twin's duplicated wine glass for the moment.



7: Add the first keyframe

Scrub the Playhead to 17.03, just before the left twin reaches to take the glass. In the Inspector, click the Target's Add a Keyframe icon. Click the Add a Keyframe icon for Center, too.



8: Animate the mask

Scrub the Playhead forward to 17.11, as the left twin takes the glass. In the Inspector, set the Center attribute's X value to 0.5 px. A new keyframe will be added to the Center attribute.



9: Test the animated wipe

When you play the sequence the mask's keyframes cause the split in the screen to slide so both twins can handle the wine glass in a single shot. Add the cutaways clips for variety.

Free up vital disk space with DaisyDisk

Reclaim precious disk space by locating large and unwanted files quickly and easily



Time needed: 10 minutes

Our lives are increasingly being stored digitally, with modern technology taking our physical possessions such as photos, books, CDs and DVDs and moving them onto our computers and mobile devices. While this is all very convenient, it means that we are requiring more and more storage space to cope with these large files.

'Your Storage Disk Is Nearly Full' is a notification that no Mac owner wants to see, as it will result in hours of trying to decipher what and where the big files are hiding. Thankfully, DaisyDisk is here to help! It quickly scans your hard disks and shows you where your data is being stored so you can easily pick out and delete the files you don't want any more. Here's a step-by-step guide on how to make the most of it.



Try before you buy!

Try DaisyDisk before you buy. Launch your web browser and head over to www.daisydiskapp.com and click on the Download button to download a Test Drive version of the app. The Test Drive version of DaisyDisk offers the scanning feature of the app, but does not allow you to delete the files that are taking up space.

View

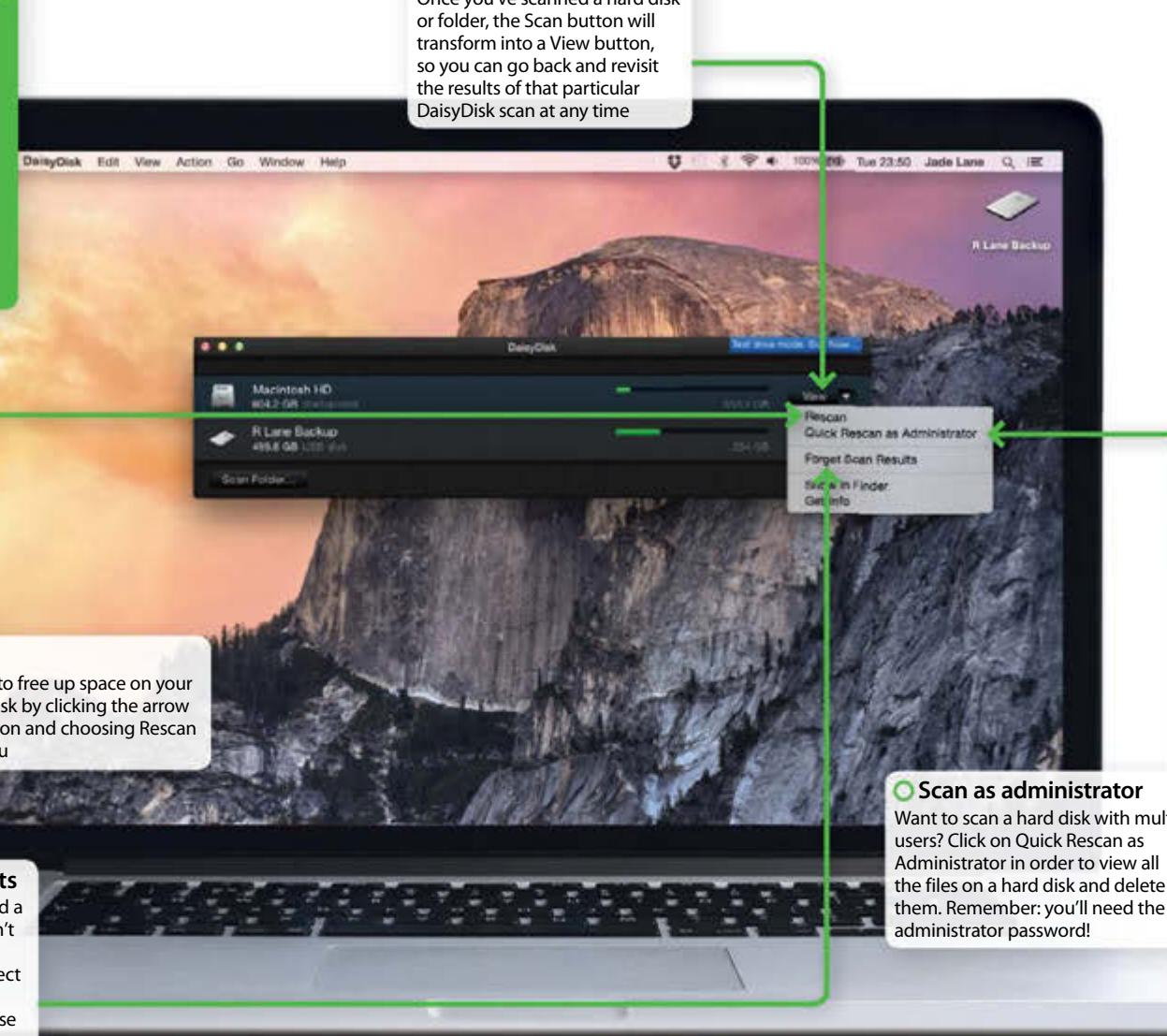
Once you've scanned a hard disk or folder, the Scan button will transform into a View button, so you can go back and revisit the results of that particular DaisyDisk scan at any time

Rescan

Once you've deleted files to free up space on your disk, you can rescan the disk by clicking the arrow icon next to the View button and choosing Rescan from the drop-down menu

Forget Scan Results

However, if you've scanned a hard disk recently and don't wish to see any previous DaisyDisk scan results, select the arrow icon next to the View button and click 'Close [harddiskname] and Forget Scan Results'





DaisyDisk | Save disk space with DaisyDisk



1: Download DaisyDisk

Launch the Mac App Store and search for 'DaisyDisk'. Select DaisyDisk from the results. Click on the price and choose Buy App. Enter your iTunes password to verify the purchase.



2: Launch DaisyDisk

Once DaisyDisk has downloaded, launch Finder and click on your Applications folder. Locate DaisyDisk and double-click it. A list of your connected hard disks will appear.



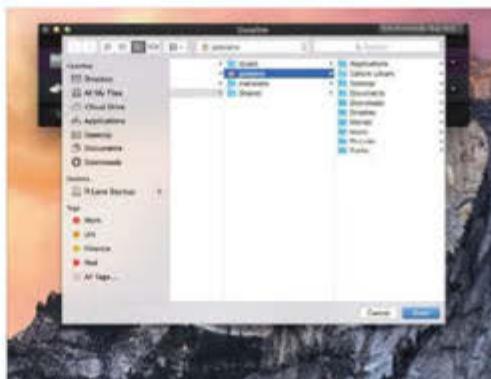
3: View connected hard disks

The list will include SD cards, external hard drives and Thunderbolt drives. To scan the contents of a hard drive, select it from the list and click the Scan button to the right of the drive.



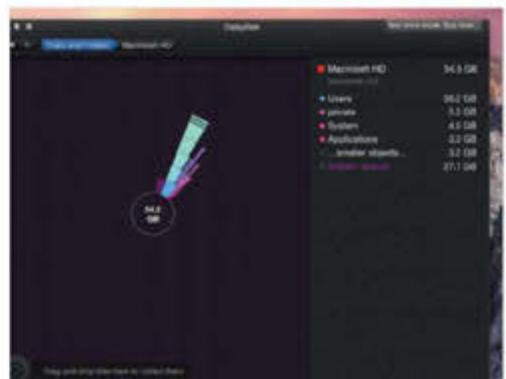
4: Scan a drive

A progress bar will appear next to the drive that you're scanning. Scanning might take a while if you've got a large amount of data on your disk, otherwise it takes just a few moments.



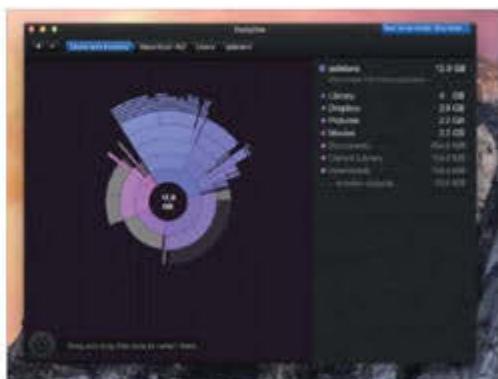
5: Scan a folder

If you'd prefer to scan one folder, such as Documents, click Scan Folder in the bottom-left corner of the interface and select the folder that you want to scan from Finder.



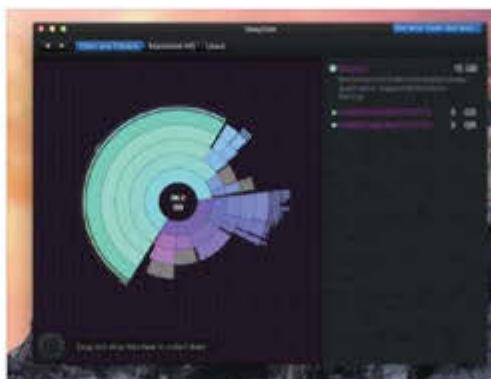
6: View scan results

Once DaisyDisk has finished scanning, it will display the scan results visually with a coloured graphic in the main app interface. The bigger the individual blocks, the bigger the file size.



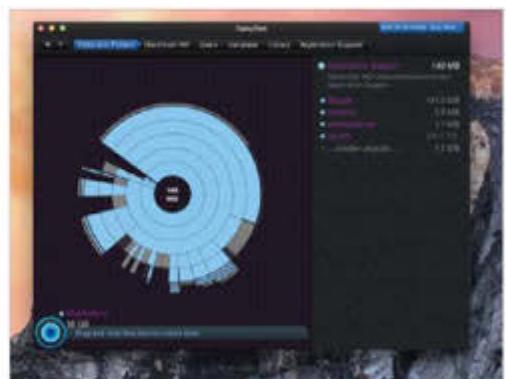
7: Understand scan results

The main graph is colour-coded to show folders on your Mac, such as Documents and Music. The right-hand column shows you which colour belongs to which folder.



8: Delve a little deeper

Click on one of the coloured blocks or click on a folder name in the column on the right-hand side of the interface to visualise the size of individual files within a Folder.



9: Delete unwanted files

To delete any unwanted files, drag them from the right-hand column down to the circle icon in the bottom-left corner. There will be a five-second opportunity to stop DaisyDisk.

Going further

○ Voice auto select

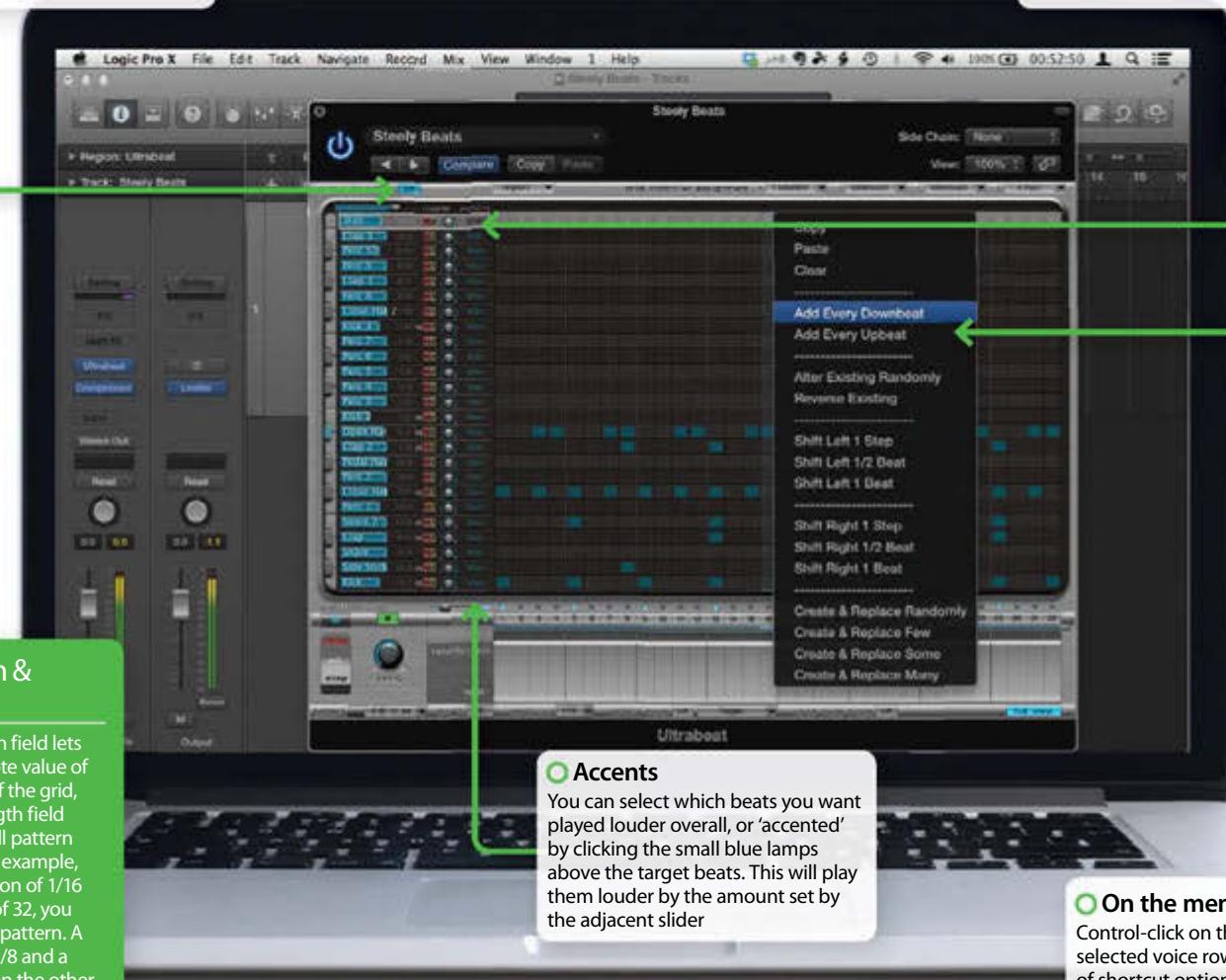
With this button lit, whatever note you play on your controller will be automatically selected as the current voice in Ultrabeat, highlighting the row for that sound

○ Multiple outs

As an alternative to stereo mode, when you select Ultrabeat you can also select a multiple output version. This enables you to process each drum sound separately on its own channel

Resolution & Length

The Resolution field lets you set the note value of each square of the grid, while the Length field sets the overall pattern length. So, for example, with a resolution of 1/16 and a length of 32, you get a two-bar pattern. A resolution of 1/8 and a length of 32, on the other hand, would give you a four-bar pattern.



Program drums with Ultrabeat

Logic's Ultrabeat drum synth lets you create quick and easy drum machine parts



Time needed: 20 minutes



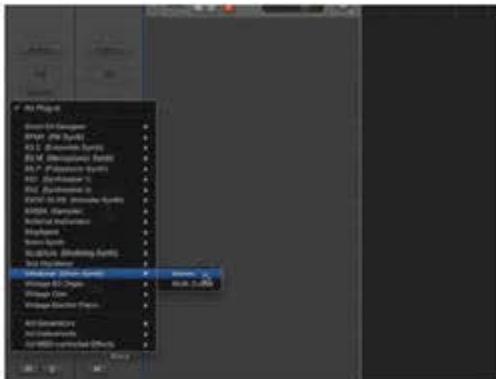
Much has been made of Logic Pro X's Drummer feature that lets you craft incredible-sounding acoustic drum tracks, but what if you want a more electronic-sounding rhythmic backdrop? This is where the formidable Ultrabeat drum synth and sequencer comes in.

Ultrabeat has been around since Logic Pro 7, but machine-based drum tracks have probably never been more in vogue than they are now. With a combination of a stonking factory drum sample library, synth-like control over every sound and a powerful internal step sequencer that uses the same pattern-based workflow found on classic analogue drum machines, Ultrabeat deserves not to be overlooked. Read on for our guide to putting together a basic drum track using it.





Ultrabeat | Program an Ultrabeat drum pattern



1: Load Ultrabeat

Create a new Logic project and set a tempo. Make a new software instrument track and insert a stereo instance of Ultrabeat on it by selecting from the list.



2: Choose a kit

Open the control panel and choose a kit from the preset menu. Click the vertical keys to the left or play via a MIDI controller to audition the sounds.



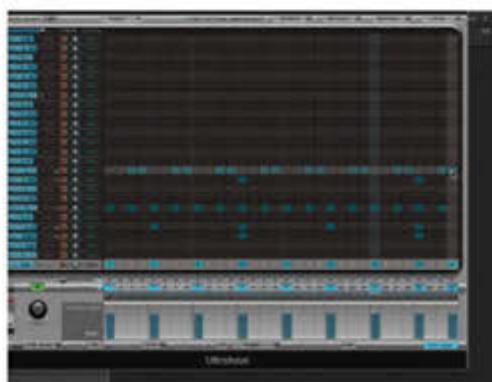
3: Clean slate

Click the Full View button to view the sequencing grid. Clear the default sequence by clicking on a blob and dragging diagonally across to the opposite corner.



4: Kick it

Now we can place blobs where we want to trigger the sounds. Here we've created a standard 4/4 kick drum pattern on steps 1, 5, 9, 13, 17, 21, 25 and 29.



5: Pattern pending

Click the Play button to enable Ultrabeat's internal sequencer and set it playing. As it loops around, add more blobs to craft your pattern, as shown above.



6: Velocity/gate bars

Drag the vertical beams up or down to alter the individual velocity, or loudness, of each note. Dragging left or right changes the length of the trigger note.



7: Mixer volume bars

To change the volume level of a drum sound in the stereo mix, click on the blue area containing its name and drag left to turn it down, or right to turn it up.



8: Swing

Clicking the Swing button shifts the position of certain notes to the right, to a degree dictated by the position of the Swing knob, resulting in a swing feel to the rhythm.



9: Drag to arrange

Drag this button to drop a MIDI region of the pattern into the timeline. Disable Ultrabeat's sequencer before playback to avoid double-triggering the sequence.

Record an iPhone screen with QuickTime

Combine OS X Yosemite and iOS 8 to record an iPhone screen on your Mac

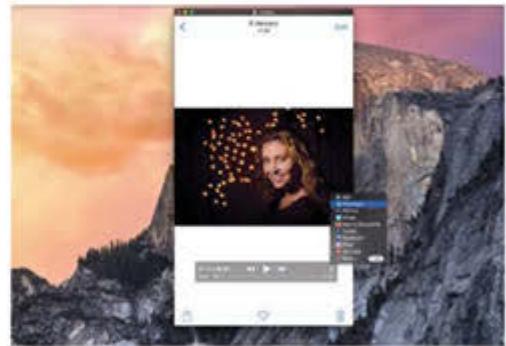


Time needed: 10 minutes



The ability to take screenshots on your iPhone has long been a useful feature that has been enjoyed by millions of people every day. But until now, there has been no easy way to record your iPhone's screen and save the video to play elsewhere. Thanks to iOS 8 and OS X Yosemite, that's now possible – all you need is a Lightning cable.

Apple has added the function to enable developers to record preview videos for the iOS App Store, but thankfully it's not exclusive to those with a developer account. Simply plug in your iPhone or iPad and you can shoot a video directly from your device's screen. It's surprisingly easy to do, so begin by double-checking that all of your software is up to date and let's get started.

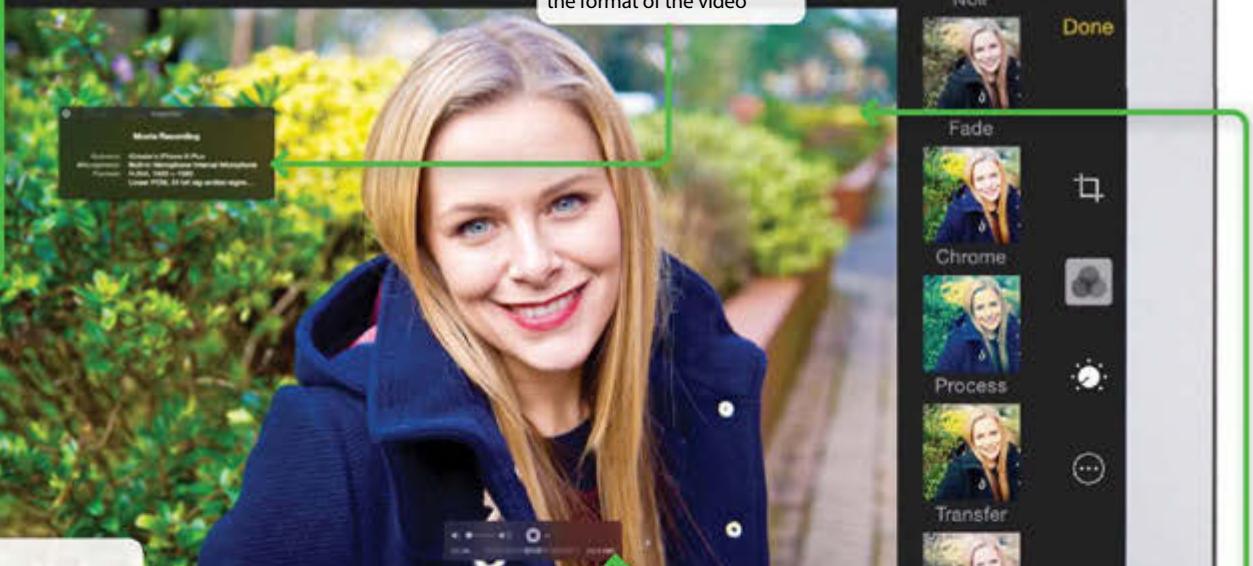


Clock reset

You may have noticed that in all our screenshots, the iPhone's time is set as 9:41am. This is the time that Apple uses on almost all of its press shots for new products on its website, too. It's the approximate time that Steve Jobs introduced the first iPhone in 2007, so to make the App Store demo videos look more uniform, your iPhone will automatically reset to this time regardless of when it is that you start recording.

Video information

Click on Window in the menu bar and choose Show Movie Inspector to get information about the video you're recording, the device you're using to record it and the format of the video



Live sizing

As your video records, QuickTime will automatically show you how big the video is that you're creating. The counter will update in real time, so if your clip is getting too big you can always cut it off early

Full screen

If you want to ensure there are no distractions, you can enter full screen mode while recording. The video will still only be of the screen itself, but it's perfect if you want to just mirror your screen for a live demo

MacBook Air

Portrait or Landscape

You can rotate your device at any time during the recording and QuickTime will recognise the change and alter the layout accordingly – just be prepared for a moment of screen-warping as the video adjusts



QuickTime | Record your iOS device's screen



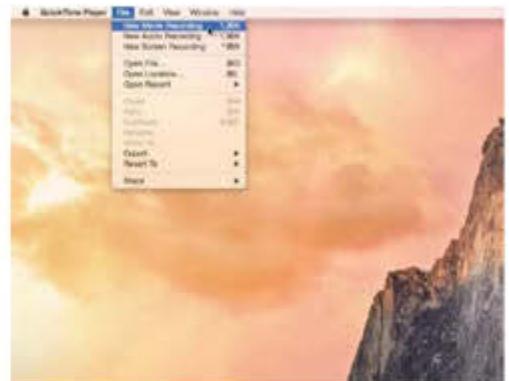
1: Plug it in

First, you'll need to ensure that your device is running iOS 8, before connecting it to your Mac using the Lightning connector – unfortunately older devices aren't supported.



2: Open QuickTime

Next, open QuickTime Player on your Mac – you'll find it in the Applications folder. This is the app that allows you to use your iPhone as an input screen and microphone for recordings.



3: Start a new recording

You might think that you want to take a new Screen Recording, but that's not that case. Instead, click File>New Movie Recording from the menu bar.



4: Select your device

Roll your mouse over the window and a menu bar will appear. Click the small downward arrow next to the Record button and choose your iOS device from the list of inputs.



5: Mic up

By default, QuickTime should choose your system setting for the input, but if you want to change it so you record through your iPhone, you can do that from this menu.



6: Quality control

You have two quality options when recording through an iOS device – High and Maximum. We always choose Maximum, but it depends on what you're using the footage for.



7: Record it

When you're happy with the settings that you've chosen, hit the Record button in the middle of the menu bar to start the recording, then start performing actions on your iPhone.



8: Cut!

When you're finished with your video, click the Stop button. You can watch your video back almost instantly, to check you caught everything you needed on your device.



9: Save your video

If you're happy with the video, choose File>Save from the menu, or for more video options, click File>Export and choose the option that you want from the list.

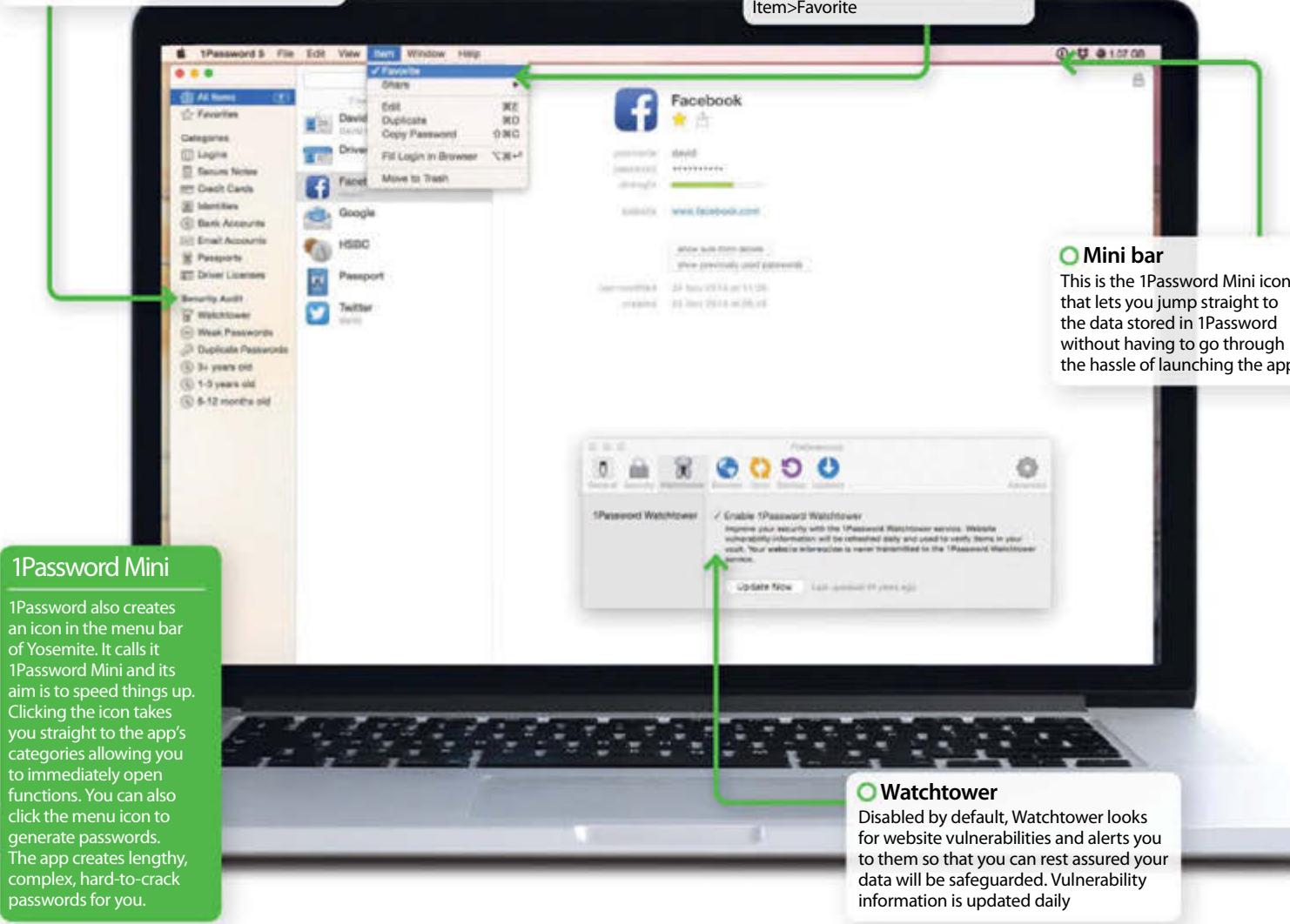
Going further

Security audit

If you need to see how old your passwords are – and whether or not it's high time you changed them – look under Security Audit and unearth passwords that are up to three years old and beyond

Mark item as a favourite

As you begin to build up 1Password, you may find you have dozens of services listed. To access those you use the most, list them under the Favorites category by going to Item>Favorite



1Password Mini

1Password also creates an icon in the menu bar of Yosemite. It calls it 1Password Mini and its aim is to speed things up. Clicking the icon takes you straight to the app's categories allowing you to immediately open functions. You can also click the menu icon to generate passwords. The app creates lengthy, complex, hard-to-crack passwords for you.

Lock down your Mac with 1Password

Secure your passwords and details in an encrypted vault, then sit back and relax



Time needed: 20 minutes

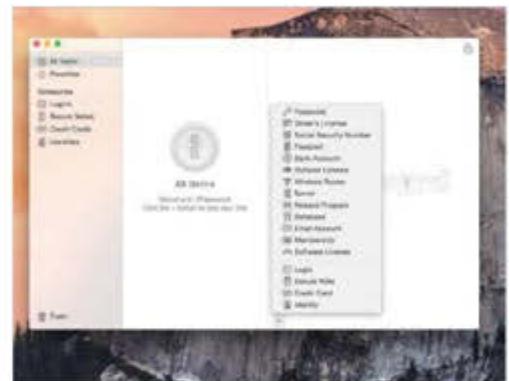
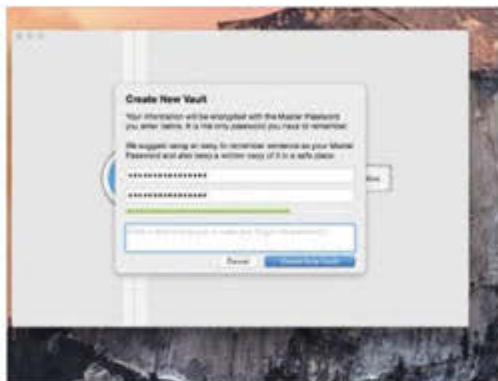


If there is one thing sure to annoy any computer user, it's entering usernames and passwords over and over again. One way around this is to allow your browser to save passwords and automatically log you in whenever you need access, but anyone will be able to see your data. This is where 1Password comes in handy: it stores your passwords within its vaults, protects them with a Master Password and lets you log in without the hassle of having to remember the details. It will even generate hacker-deterring passwords for you. There are two ways of downloading the app. The first is via the Mac App Store but this method entails you paying up-front. The alternative is to go to agilebits.com/onepassword and take advantage of the fully featured month trial.





1Password | Keep all your passwords safe



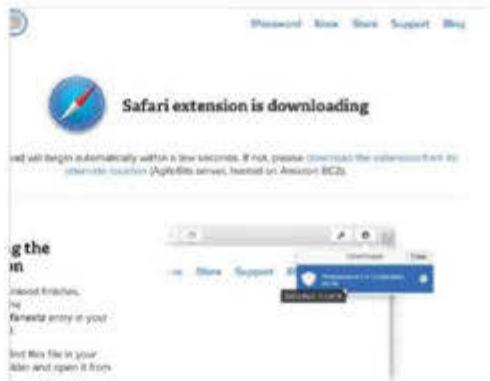
1: Set up 1Password

With 1Password installed and running, click 'I'm New to 1Password' and create a new Vault. You need to input a Master Password to protect the information stored within the app.



2: Logging in

Now retype the password in order to access your Vault. You can choose whether your information becomes securely locked after five minutes or only when the window is closed.



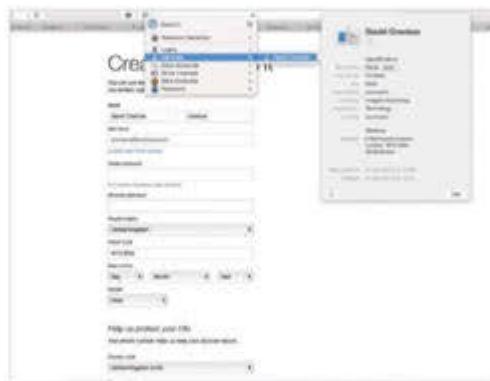
4: Fill in details

Fill in the details 1Password requires, specifically the username, password and website URL of a service. 1Password looks for suitable icons to help identify items you add.



5: Download browser extension

Save the entry, then add more. Right-clicking shows many options. To make use of them, install a browser extension. You will be prompted to do this when you open Safari.

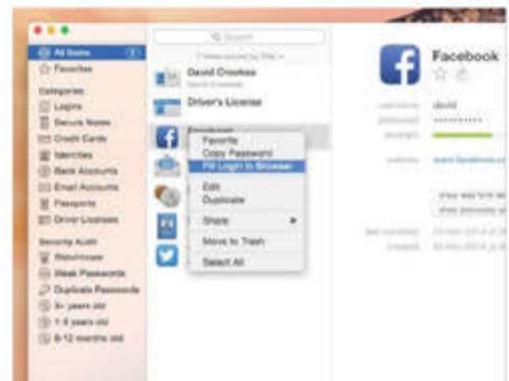


7: Create an identity

With 1Password, you are also able to input details of your address, job, telephone number, sex and so on. Simply select Identities after you click + to add an entry.

3: Adding an item

You will see the main 1Password window with a simple menu down the left showing various categories. Click the + icon and choose an item you want to create, in our case Login.



6: Fill Login in Browser

A handy option is the ability to right-click on a service, select Fill Login in Browser and have 1Password open up Safari, fill in the username and password, and then log in.



8: Fill in details

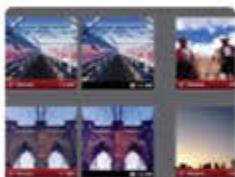
Now when you go to a webpage, you can click the i icon in the top bar of Safari, select Identities and choose the identity you created. It will look for and fill in the details.

9: Select Preferences

The i icon also lets you log in to web services. To change the Master Password, clear the Clipboard regularly or alter auto-lock, go to 1Password>Preferences.

Perform a deep clean of your Mac

Use CleanMyMac 2 to give your Mac a spring clean to speed it up and save storage space



Time needed: 30 minutes



As we move more and more information onto our computers, the need to account for every spare megabyte on our Macs has become more important. CleanMyMac 2 is a useful tool to ensure that your hard drive has all the space you need for your files.

CleanMyMac 2 does exactly as its name suggests: it cleans your Mac, removing unneeded system files, duplicated files and unused applications so you can maximise the amount of free space. With CleanMyMac 2, you can save space quickly by performing an Automatic Cleanup. But our focus in this tutorial takes a little more time and attention. We're going to show you the different tools you can use in order to perform a really good spring clean of your Mac's hard drive.



The screenshot shows the CleanMyMac 2 application window. On the left, there's a sidebar with icons for Automatic Cleanup, System Cleanup, Large & Old Files, iPhoto Cleanup, Trash Cleanup, Uninstaller, Extensions Manager, and Eraser. A green box highlights this sidebar. At the top, there's a menu bar with File, Edit, Ignore List, View, Action, Window, and Help. A green arrow points from the 'View' menu down to the 'View' tab in the main pane. The main pane displays a 'Scan Completed' message with a progress bar showing 187.3 MB cleaned. Below this, there's a camera lens image and some text about review results. A green box highlights the 'Ignore List' tab in the top navigation bar. A green arrow points from the 'Ignore List' tab down to a callout box titled 'Ignore List'. The 'Ignore List' box contains text explaining how to add files, apps, or folders to the list to exclude them from scans. A green box highlights the 'Scheduler' tab in the top navigation bar. A green arrow points from the 'Scheduler' tab down to a callout box titled 'Scheduler'. The 'Scheduler' box contains text about scheduling regular reminders to scan the hard drive. A green box highlights the 'Preferences' tab in the top navigation bar. A green arrow points from the 'Preferences' tab down to a callout box titled 'Preferences'. The 'Preferences' box contains text about advanced settings like managing files in scans and monitoring trash size.

Preferences

Get down to the nitty gritty of CleanMyMac 2 and customise the app's advanced settings such as managing files to include in a scan, the ability to regularly monitor the Trash size and schedule scan reminders

View

Customise the look of the CleanMyMac 2 interface using the View menu option from the top of your screen. Add and remove tools from the interface according to how much you use them

Ignore List

If there are files, applications or folders that you don't wish to scan or remove information from, add them to the Ignore List. This isolates them from any scans that the CleanMyMac 2 app performs

iPhoto cleanup

Whenever you edit a photo in iPhoto, the app makes a copy of it. CleanMyMac 2 offers a tool which searches your iPhoto Library and displays edited photos and groups them according to the edits made. The app will display the original and the modified photo so you can choose which one from each pair it is that you want to remove.



CleanMyMac 2 | Give your Mac a good clean



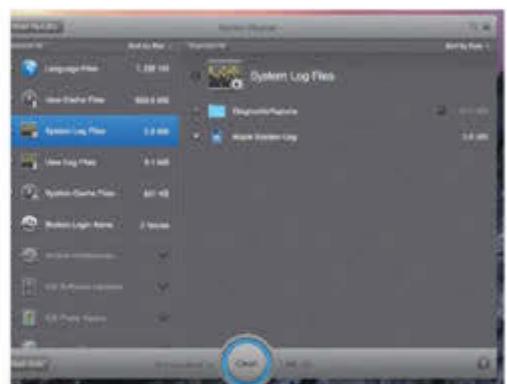
1: Automatic Cleanup

The quickest option is to perform an Automatic scan. Select Automatic Cleanup and press the Scan button. When the Scan has completed, click the Clean button to remove the files.



2: Start the detailed cleanup

To take more control of the files to remove, select System Cleanup and click Detailed Results. The files you can remove are grouped into general categories in the middle column.



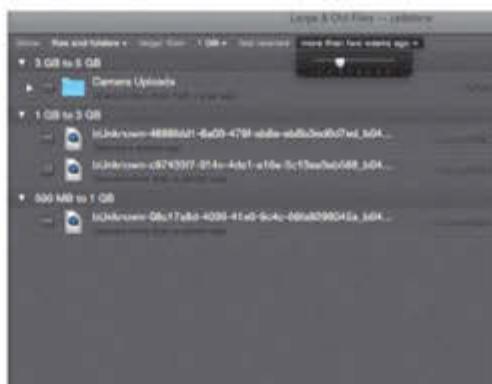
3: Remove large files

The categories are arranged by size, largest first. Click on a category to view a list of applications and folders that the files will be removed from. To stop a file from being removed, deselect it.



4: Large & Old Files

View a list of large files and folders which haven't been accessed for a while by selecting Large & Old Files. There are a selection of drop-down menus displayed at the top of the interface.



5: Remove old files

Using the menus, display and remove files that haven't been opened after a certain time, eg three months; files over a specified size, eg 1GB; or choose just to view files or folders.



6: Empty the trash

If you use any apps that contain in-app Trash cans, select Trash Cleanup. CleanMyMac 2 displays all of these Trash cans and enables you to empty them in one place.



7: Deal with leftovers

Uninstaller helps you completely uninstall apps from your Mac, however click the Leftovers tab, and you can also remove the leftover files from apps you've previously removed from your Mac.



8: Speed up your Mac

Click on Extensions Manager to manage and remove files that are taking up space or slowing down your Mac, eg files that open when you log into your Mac.



9: Securely remove files

The Eraser tool securely deletes files. When you normally trash a file, it usually leaves a trace deep in your hard drive. Eraser securely removes files, leaving no trace of them behind.

Going further

Existing virtual machines

Click here to import an existing machine from another program (such as VMware) to convert it into a Parallels-compatible virtual machine. Use this option if you already have a virtual machine installed on your Mac

Import data

If you've been using Windows on a PC, data from it can be exported and then imported into Parallels to be accessed in your new virtual machine, without you having to reinstall your entire Windows setup

Virtual machines

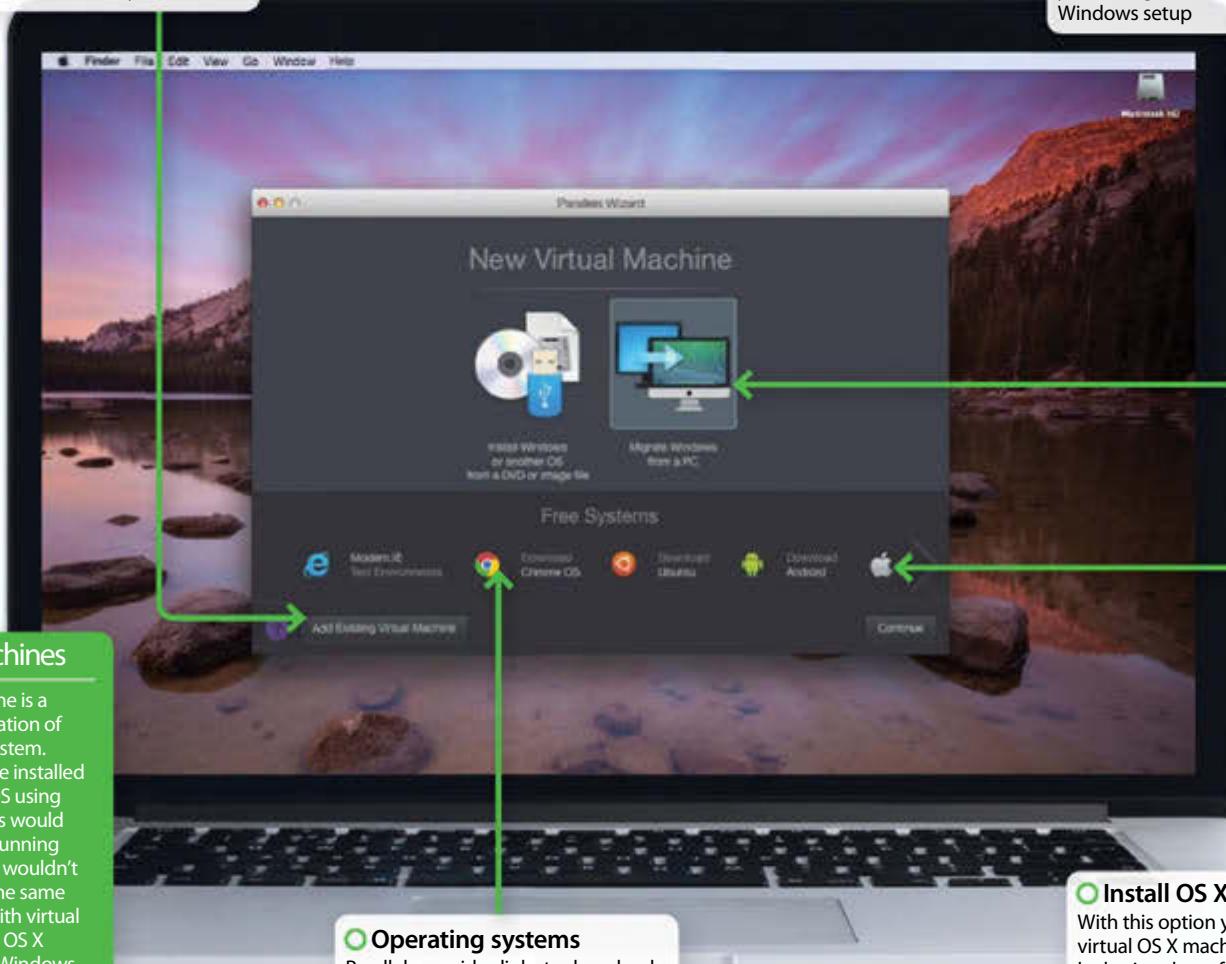
A virtual machine is a software installation of an operating system. Windows can be installed as a bootable OS using Boot Camp. This would create a faster-running OS as Windows wouldn't be running at the same time as OS X. With virtual machines, both OS X and the virtual Windows machine must share the RAM and processor of the Mac.

Operating systems

Parallels provides links to download sites of various operating systems that can be installed, including Chrome OS, Ubuntu and Android

Install OS X

With this option you can install a virtual OS X machine on Parallels by letting the software access your Mac's recovery partition. This enables you to run two Mac OSs at the same time



Install Windows on your Mac

Use Parallels Desktop 10 to create a virtual machine so you can run Windows on your Mac



Time needed: 40 minutes



The ability to install dual operating systems on your Mac has been possible ever since the introduction of Boot Camp. The downside of having dual systems installed is that you can only run one at a time. The more recent Macs have become powerful enough to be able to boot a virtual Windows machine that will run on your Mac's desktop. The benefits of running Windows on a virtual machine are numerous. You'll be able to open files stored on your Mac using Windows software and connect all of the tools that are usable on your Mac with the Windows OS, including Bluetooth and webcams. Compatibility issues can arise when installing a non-Mac operating system as a virtual machine, so do look into Parallels' tech support if compatibility problems arise.





Parallels Desktop 10 | Installing Windows with Parallels Desktop 10



1: Create a new machine

In the Desktop Control Center window, click the + icon. Parallels Wizard will open. If you have a Windows installation backed up somewhere, you can install it using the Migration tool.



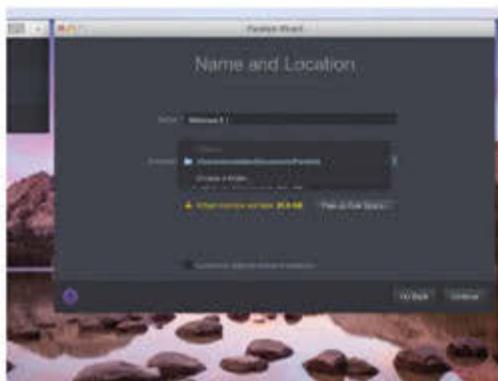
2: DVD or ISO

Click 'Install Windows or another OS from a DVD or image file'. Parallels will locate any compatible ISO or DVD that can install Windows, or you can locate the install file manually.



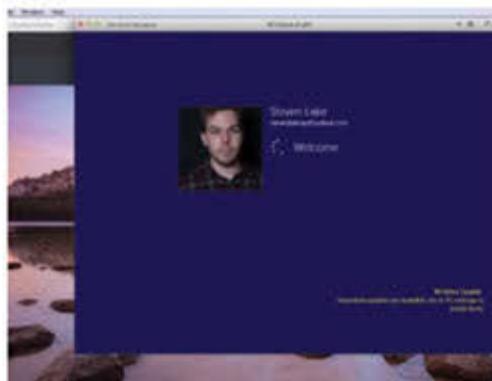
3: Installation setup

Add a serial key then click Continue. In the next window you can choose how Parallels runs Windows on your Mac. Select an option that best suits how you plan to use Windows.



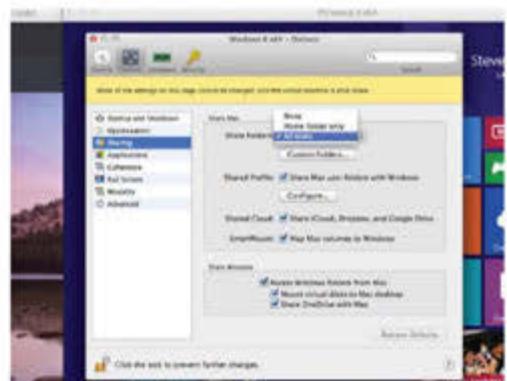
4: More settings

Next select a booting style, choosing between the Windows interfaces. Select a location for your virtual machine. You'll need a minimum of 20GB to install Windows.



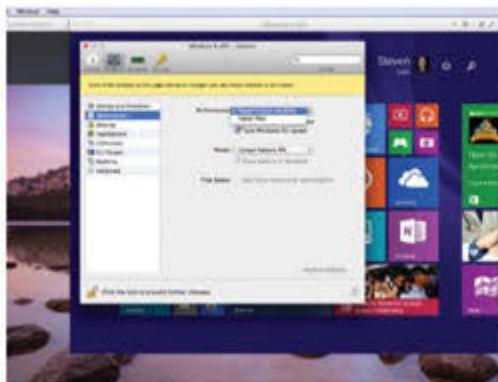
5: Install Windows

Click Continue to begin installation. Windows will boot in the Parallels window. You will then need to run through the Windows installation process. When done, log in to Windows.



6: File integration

Go to Actions>Configure. Click Sharing. You can decide how your Mac files integrate themselves with Windows, choosing which folders you can access from the virtual machine.



7: Easy optimisation

In the Configuration window under Hardware, click Optimization. The Performance option lets you allocate more RAM and processor power to either your Mac or the virtual machine.



8: Hardware settings

Click CPU & Memory. From here you can manage how much RAM and processor speed your virtual machine uses. You will need to shut down Windows to make these changes.

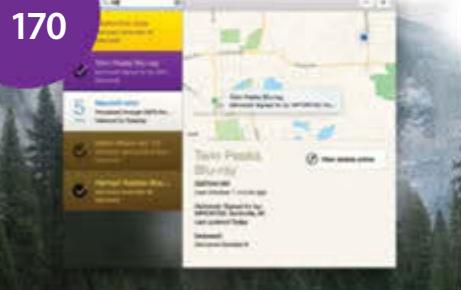


9: Parallels tools

Go to Actions>Re-install Parallels tools. This lets you share files between operating systems. Once installed, you'll see that items on your Mac desktop will appear on your Windows desktop.

Mac App Store

Find your way around the Mac App Store and discover the best apps for you



170 50 best Yosemite apps

"Kit your Mac out with our pick of the Mac App Store"





"There's a huge ecosystem for apps"





50 best Yosemite apps

Kit your Mac out with our pick of the Mac App Store



When it comes to the Mac, apps are everything. Apple has built a huge ecosystem for apps on iOS and when the Mac App Store launched at the start of 2011, it did the same for the Mac. Now, with around 20,000 apps available, there is a massive selection for you to choose from. And that's not even counting the thousands of other apps that are only available online. But how do you decide which ones are the best choices for you? How can you know which are built to work perfectly with Yosemite, and which creative apps are worth your time and money? That's where we come in. Over the next few pages, we've listed our favourite 50 apps for your Mac, picking from the Mac App Store,

as well as elsewhere on the internet. We'll be covering everything from creative apps for editing your photos to tools for monitoring your Mac's usage through Notification Centre. Some include built-in support for the new features of OS X Yosemite, like Share extensions and Handoff, while others are just great examples of how third-party apps can improve your Mac and make it easier for you to use.

Whether you're looking to bulk up your Mac's app selection, or just want to see what's on offer, we've got all the suggestions you need to get the most from your machine. So prepare your internet connection for a lot of downloading, and let's get started.

Get creative on your Mac

Take your creativity to new levels with these must-have apps

Pixelmator £20.99/\$29.99

Yosemite functionality Extension

We've said it before and we'll say it again – we love Pixelmator. The app offers a huge amount of power, with vector drawing tools complementing the filters, brushes and image manipulation tools. Plus, with the new OS X Yosemite extension, you can use the repair tool elsewhere on your Mac. Pixelmator also brings new continuity features, like iCloud Drive and Handoff.



Step-by-step | Customise your brushes



1: Open Brushes panel

Select the Brush tool from the Tools menu and click the brush button in the toolbar to open up the Brushes menu. Here you'll see your brush options.



2: Different brushes

Click the cog and use the drop-down menu to select a different brush collection, then drag the sliders below to customise the selected brush to your needs.



Flare 2 £10.49/\$14.99

Yosemite functionality iCloud/Designed for Yosemite

Flare is brilliant for adding filters and textures to your photos, allowing you to create your own custom combinations. The new interface complements OS X Yosemite perfectly and if you grab the free iOS Flare app, your combinations will sync through iCloud, so you can edit from anywhere.

PhotoDesk for Instagram £2.99/\$4.99

Yosemite functionality Notification Centre Widget

If you're one of the 300 million people who use Instagram each month, you'll love PhotoDesk for Mac. With a great UI it shows the photos of the people you follow in a beautiful grid, enables you to comment and Like your favourites and even find users, places or tags. It even offers a Notification Centre widget to see the latest snaps.

"PhotoDesk for Instagram shows the photos of the people you follow in a beautiful grid"

Autodesk Sketchbook Free

Yosemite functionality iCloud

This fantastic painting app now supports iCloud Drive, so all of your creations will sync between your Mac and iOS devices for editing everywhere. And, with new options to upgrade to more advanced tools within the app, creative users will have everything they could need.

FX Photo Studio £8.99/\$12.99

With a huge collection of 173 filters and effects, as well as 40 frames, FX Photo Studio gives you all the tools you need to edit and share your shots. Plus, with powerful editing tools like clone and stamp and colour correction, you can use it to fix messy shots as well.

Autodesk Pixlr Free

For free piece of software, Pixlr offers plenty of options – there are over 600 effects included, with more available if you want to open your wallet.

Grids £2.49/\$3.99

This is another excellent Instagram viewer and, while it has fewer features than PhotoDesk, we love how it looks. Instagram doesn't allow any third-party apps to post photos, but you can view multiple images using the full-screen view or a single shot in the 'widget' view.



Mac App Store

Chromatic Instrument Tuner

£3.99/\$5.99

Yosemite functionality
Notification Centre
Widget

There are other instrument-tuning apps available for OS X, but this is the only one with a Today widget. Open Notification Centre and you can access your tuner at any time without even opening the app – and much quicker than opening up a new GarageBand project and tuning from there.

Lyrical £0.69/\$0.99

Yosemite functionality
Notification Centre Widget

This little app adds a feature that we wish Apple had created itself. Add the app's widget to Notification Centre and you'll get a live view of whatever is playing through iTunes, along with controls to play, pause and skip, as well as rate the track and adjust the volume.

HandBrake Free

This is an essential app for those who work with a lot of video and need to convert it to other formats for different needs. Throw any video file at the app and you can use HandBrake to export it as an MP4 or MKV file. There are dozens of settings and options so no matter what you need, HandBrake will handle it.

Byword £6.99/\$9.99

Yosemite functionality Handoff/iCloud Drive

Markdown is a text-to-HTML conversion tool for web writers and coders, and Byword is a brilliant app for writing and editing it. And now that it comes with iCloud Drive and Handoff support in Yosemite, it's better than ever.



Sketch 3

£69.99/\$99.99 (Free trial available)

Yosemite functionality iCloud Drive

Symbolic

In Sketch 3 you can now group multiple objects together into a symbol, then reuse your symbols elsewhere in your documents. When you change a feature of one symbol, Sketch will update all the others automatically



Layers

Sketch offers all the layer controls you would expect from such an app, and plenty more – it makes it easy to combine simple shapes into one large, complex shape, while Slices help you to export specific areas of your creation

Powerful vector drawing

Sketch is an incredibly powerful vector drawing tool, with a range of options that are easy to pick up for newcomers, but also plenty of extra options for more advanced users

Pixel perfection

Smart Pixel Alignment makes it easier than ever to line up shapes, text and other objects, while the two zoom options – vector zoom and pixel zoom – show either infinite vector precision or individual pixels

iA Writer £6.99/\$9.99 Yosemite functionality Extension

This writing app is designed with creation in mind. Whether you're writing Markup content for websites, or just want to write up a story or letter, iA Writer removes all the distractions of standard word processors so you can focus on the content.

Step-by-step | Export your text files



1: Write it up

Use iA Writer's Focus Mode and the rest of your content will fade out slightly, allowing you filter out all the noise and concentrate on your current sentence.



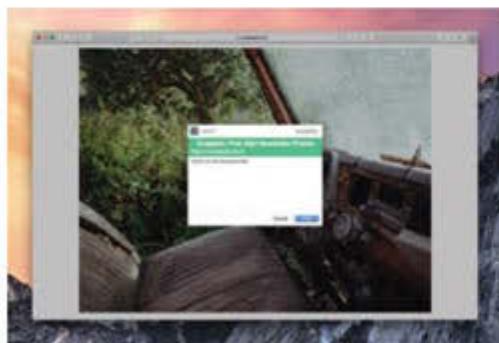
2: Share it out

When you're finished with your project, choose File>Export and you will be able to choose from a range of file types, including .doc and Web Page format.

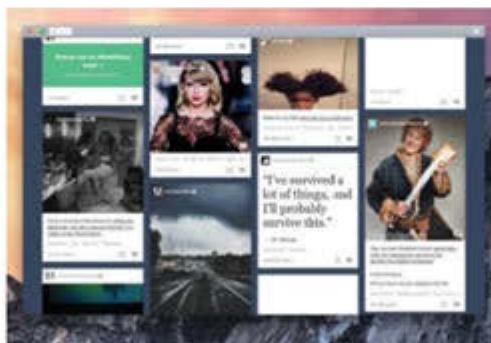
Tumblr Free

Yosemite functionality **Designed for Yosemite/Share Extension**

The official Tumblr app is exclusively available for OS X Yosemite – you'll have to be running the latest operating system if you want to download it. Once you do, though, you'll be able to share content from anywhere on your Mac to your Tumblr page with a couple of clicks using the new Share extension. Within the app itself you'll get one thing – Tumblr. You can peruse your favourite site any time, with full-screen mode offering an unobstructed view. It's relatively basic, but even if you just grab it for the extensions it's worth it.



You can post all kinds of content to your Tumblr from Yosemite – whether it's an image from Finder or a website from Safari, just click Share



The app itself is basically just a browser that only views Tumblr, so you may not use it too much, but the extensions are ideal for regular Tumblr users



Spotify Free

iTunes Radio still isn't available in the UK, but who really cares when we have the brilliant Spotify to fill the gap? It barely needs an introduction – the streaming service offers an enormous catalogue of tracks and albums from your favourite artists, and if you don't mind the odd advert you can listen to it all for free. There are no Yosemite-specific features just yet, but we couldn't have a top 50 list without including this somewhere.

"VLC, the free video player, will handle practically any video file you throw at it"

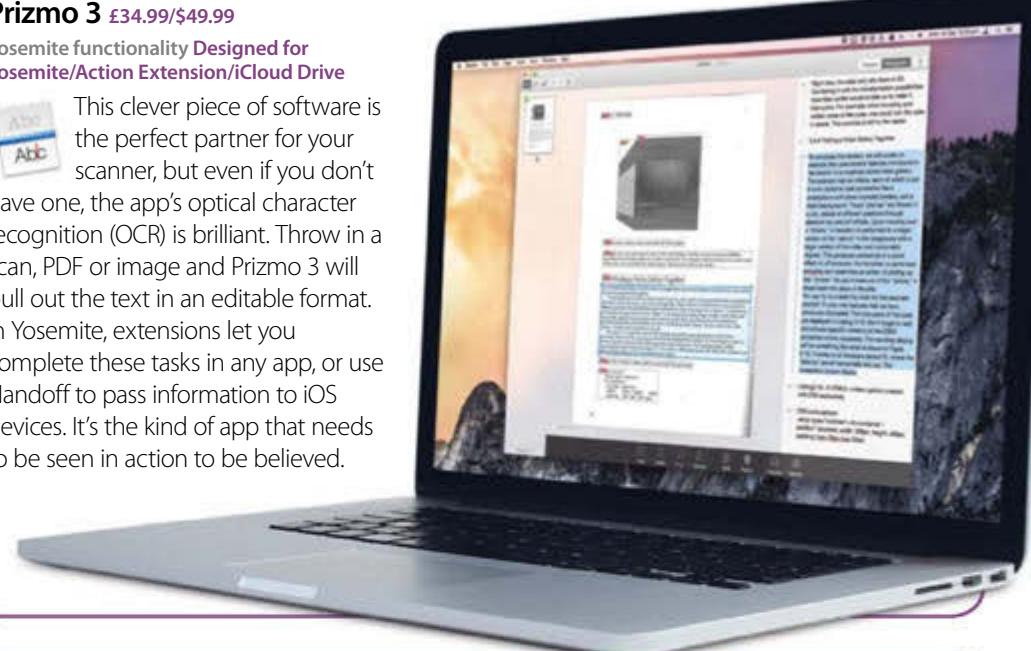
VLC Free

 QuickTime is a great video player, but unfortunately it's only compatible with a small number of video file types. That's where VLC comes in – the free, open-source multimedia player will handle practically any file you throw at it, and even offers some tools for encoding your videos in different formats. It's an essential download for Mac users who want to watch any video without the hassle of converting it to MP4 format first. As a bonus it's totally advert-free.

Prizmo 3 £34.99/\$49.99

Yosemite functionality **Designed for Yosemite/Action Extension/iCloud Drive**

 This clever piece of software is the perfect partner for your scanner, but even if you don't have one, the app's optical character recognition (OCR) is brilliant. Throw in a scan, PDF or image and Prizmo 3 will pull out the text in an editable format. In Yosemite, extensions let you complete these tasks in any app, or use Handoff to pass information to iOS devices. It's the kind of app that needs to be seen in action to be believed.



The iLife suite Still some of the best creative apps for Mac

iPhoto

 It might not be around for too much longer, but for now it's still the best choice for organising and editing your photos on your Mac. Get your library in order with the powerful sorting tools and when the new Photos app launches soon, the transfer will be completely painless.

iMovie

 The Mac's best video editor got even better in Yosemite, with full compatibility between iOS and OS X versions enabling you to edit on either device thanks to iCloud Drive. When it comes to making movies on your Mac, there is no better choice than Apple's own iMovie.

GarageBand

 The latest GarageBand update adds new loops and effects for your tracks, making an already brilliant app even better. There's also a new Bass Amp Designer tool and Drummer (a virtual session player). GarageBand is by far the most powerful of the three iLife apps.

Mac App Store

CloudApp Free

Yosemite functionality Share Extension

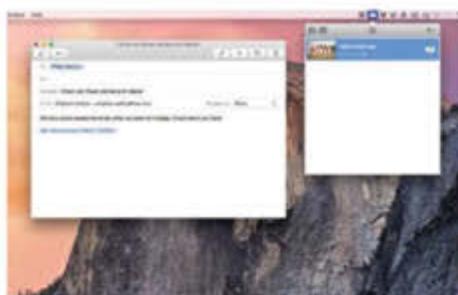
 Sharing with CloudApp is easier than any other system you've used. Choose CloudApp from the Share menu and the app will automatically create a link to your selected file and copy it to the clipboard for you to share via email, iMessage or any other medium. It really is that simple!

Share any file instantly



1: Create your link

Select the file you want to share and choose CloudApp from the Share menu, or drag and drop it onto the icon in the menu bar to create your link.



2: Paste and send

The link will be copied to your clipboard automatically, so all you need to do is open a new message, press Cmd+V to paste, and hit Send.



Become more productive Getting stuff done is easier than ever with these apps

Wunderlist Free

Yosemite functionality Designed for Yosemite/Notification Centre Widget/Share Extension/Handoff



This fantastic app has just been given a complete OS X Yosemite makeover. An all-new design makes the most of the transparency effects of the new operating system, so it will look brilliant alongside the built-in apps. But that's not all – you'll also find a Notification Centre widget that lets you view your upcoming tasks, and a new Share extension that lets you add all kinds of items to your lists. Your notes will sync with iOS through your Wunderlist account, of course, but you can also use Handoff to pick up on your iOS device where you left off on your Mac. This goes well beyond what Reminders can do.

Alfred Free



If you love the new Spotlight in Yosemite but wish it had a few more capabilities, Alfred is the app you need. It can search for files and open apps, just like Spotlight, but it can do a lot more, such as controlling apps like iTunes and attaching files to new emails. Some features are only unlocked by buying the Powerpack (£17/\$27), however.

Things £34.99/\$49.99

Yosemite functionality
Notification Centre/Share Extension/Handoff



If you need to be better organised, Things is here to help. This task manager has just been updated to take advantage of Yosemite's widgets, Share extensions and Handoff feature, making it even more useful than before.

The iWork apps Working has never been this simple – or better looking

Pages

 In our opinion the most fully featured and best designed word-processing app for Mac, Pages offers many powerful features and OS X integration that other apps simply can't manage. If you're not using it yet, it's time to bin that copy of Microsoft Office!

Numbers



Spreadsheets are boring... except when you're using Numbers. It makes creating tables, functions and graphs an absolute breeze thanks to the intuitive user interface, allowing you to focus on presenting your data in the most interesting and engaging way.

Keynote



Whether you're putting together a business presentation or a photo slideshow, Keynote is the tool to do it. A selection of excellent templates are complemented by the iOS app, which can act as a presentation remote to flick through your slides using an iPhone or iPad.

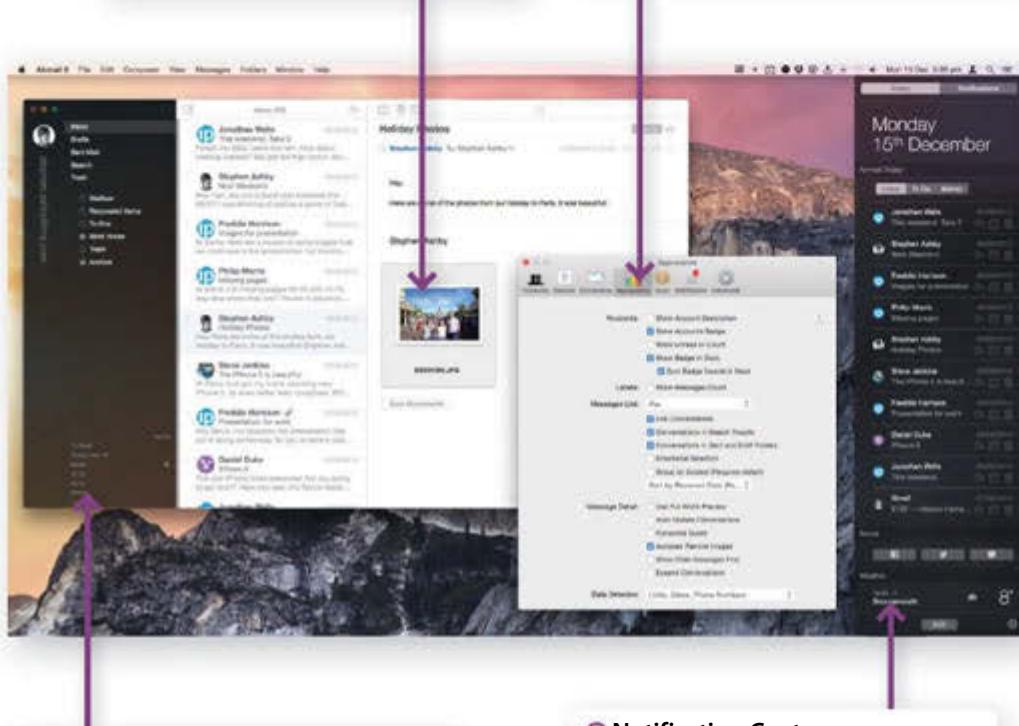


AirMail 2 £6.99/\$9.99

Yosemite functionality Designed for Yosemite/Action Extension/Notification Centre

Share extensions

AirMail offers two extensions for the Share menu – one that enables you to create and send messages from within other apps, and another that lets you quickly send a message with an attachment



Yosemite design

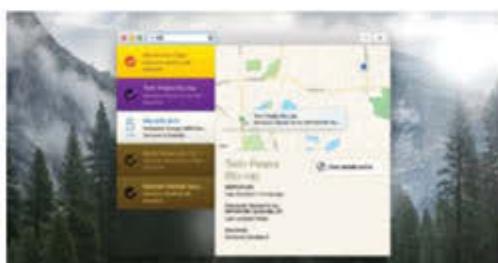
The whole app has been redesigned recently to take advantage of OS X Yosemite's new design language, including transparency effects that help to make your email look better than ever

Deliveries £2.99/\$4.99

Yosemite functionality

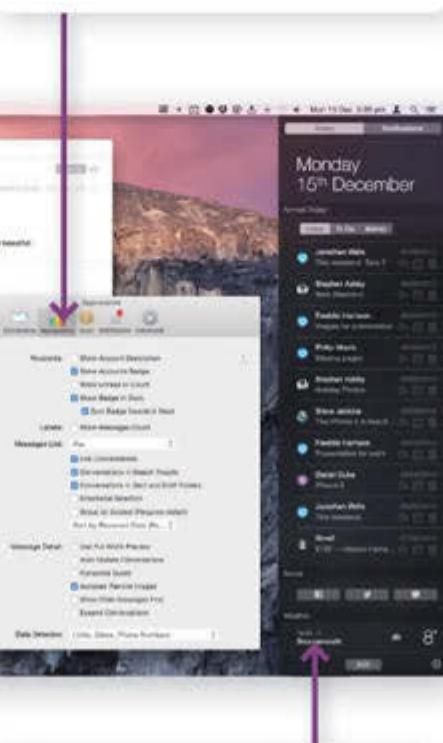
Notification Centre/Designed for Yosemite

This handy app helps you keep track of all your package deliveries. It supports plenty of delivery services, from big firms like Amazon and Royal Mail to smaller couriers, and offers a useful Notification Centre widget so you know what's arriving soon.



Theme it

The app runs in several different view modes, including minimal and extended options. Plus, with a Dark Mode, you can customise the app much more than Apple's bundled Mail app



Notification Centre

While you can, of course, receive notifications when you get new emails in AirMail, the app also offers a Today view widget that will show your inbox, including action buttons for handling your messages

Together 3 £34.99/\$49.99

Yosemite functionality Handoff

 Together is a storage space for absolutely all of your digital content. You can add text, documents, images, videos, webpages and more into the app, then tag it, preview it and keep it organised. Then use Handoff to pick it up on your iOS devices.

Parallels From £34.99/\$49.99

Yosemite functionality Handoff

 Not every app works with the Mac, so for the times when you just want to use one of your old Windows favourites, Parallels is here. It enables you to run Windows applications alongside your OS X apps and windows for complete convenience.

Chronicle Bill Manager £6.99/\$9.99

Yosemite functionality

Notification Centre/iCloud Drive

 With iCloud support and a Notification Centre widget, Chronicle's bill- and money-tracking features just got even better. You can get reminders to pay bills, keep track of payments and ensure all the information is kept in sync with your iOS device via iCloud.

Yoink £2.99/\$4.99

 If you use full-screen apps, Yoink is a godsend. The app adds a drawer on the left of your screen that pops into view when you start to drag an item in any app. You can drop it to the drawer, switch screens and drag it out – perfect for adding attachments to Mail.

Dropbox Free

 Perhaps it's a little odd to include this with iCloud Drive now included in Yosemite, but it's still very useful so we have to recommend it.

Todoist Free

Yosemite functionality

Notification Centre/Share Extension

 A beautifully simple app that will help you track your tasks with filters, tags, colours and sub-tasks, helping you stay organised with the minimum fuss. You can access your tasks from the menu bar or Notification Centre, and add new tasks with the Share extension.



PCalc £6.99/\$9.99

Yosemite functionality **Notification Centre/Handoff**

 Apple's built-in Calculator app might do for most folks, but if you want more power from your calculator, PCalc is the way to go. The app offers multiple undos and redos, customisable button layouts, Handoff functionality and a Notification Centre widget that offers much more than OS X's built-in calculator widget.

Pocket Yoga £2.99/\$4.99

Yosemite functionality **Designed for Yosemite/Notification Centre**

 The Pocket Yoga app is a flexible yoga app designed to help yoga beginners get to grips with new poses and uses the Notification Centre to show you a new pose each day.

Yahoo! Sports Free

Yosemite functionality **Notification Centre**

 You can only get it in the US Mac App Store right now, but it's a great way to keep track of your favourite teams through the Notification Centre. The widget lists previous results and upcoming games for teams you specify, as well as for 'trending' teams, so you're always up to date on the latest scores.

Pocket Free

Yosemite functionality **Designed for Yosemite/Share Extension/Handoff**

 For the moments when you just don't have time to read an article online, Pocket is there. Use the new Share extension to save the site and you can come back to it later on any device, whether it's iOS or Mac.

iStat Menus £10.20/\$16

 If you want to keep track of all kinds of information about your Mac, iStat Menus can help. It sits in the menu bar and, with a click, will show you a range of computer data. It's much more detailed than iStat Mini and displays live information too, if you wish.

Take care of your Mac

Monitor and boost your system with these essential apps

Monity £1.49/\$1.99

Yosemite functionality **Notification Centre**

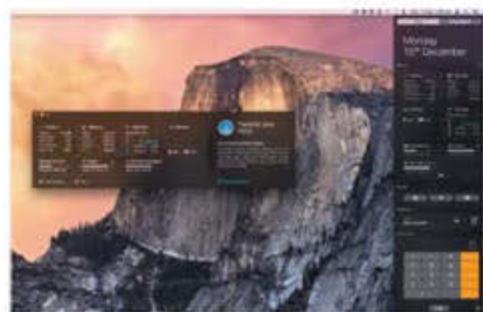
 For detailed information about your Mac and how it's running, nothing comes close to the Monity app. The app nestles in the Notification Centre and enables you to monitor everything from CPU usage to battery levels and networks, all in a neat interface that's completely customisable.

Step-by-step | Customise Monity in Notification Centre



1: Add the widget

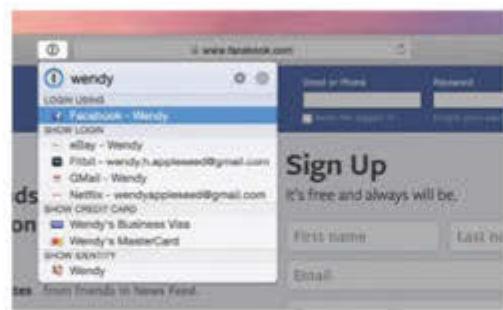
Open Notification Centre and click the Edit button at the bottom of the panel. Now click the + symbol next to the Monity name to add the widget.



2: Choose your sections

Use the widget's interface to choose the areas that you want to monitor – you can fill the whole of Notification Centre with information if you wish.

"Monity nestles in Notification Centre and enables you to monitor everything from CPU usage to battery and networks"



1Password £34.99/\$49.99

Yosemite functionality **Designed for Yosemite**

 1Password creates strong, hard-to-break passwords for you and stores them all securely so you can log in to any website quickly and easily. The app has been redesigned for Yosemite and it syncs with iOS devices so that all your passwords are always up to date.

Countdowns Free

Yosemite functionality **Notification Centre Widget**

If you've got a big event that you're counting down to, like a birthday, wedding or even your Christmas holiday, this is the perfect app for you. Set up your countdowns and they'll all appear in Notification Centre, courtesy of a handy widget, so you can see how long you have left until each special event. An in-app purchase adds even more functionality, too.





Screens £20.99/\$29.99

 Screens lets you access your Mac, or Macs, from anywhere using a simple interface to interact with multiple machines. Set up the VNC client and you can connect to all your Macs and control them remotely, so you can grab files, carry out commands and manage your workspaces without ever having to switch between machines. Whether you just want to access data from other machines while sitting in your home or office, or you're travelling away and forgot that one vital file from your Mac at home, Screens for Mac is the all-in-one solution, and it works brilliantly.

iStat Mini £1.49/\$1.99

Yosemite functionality [Notification Centre](#)

 Another mini monitoring app that utilises Notification Centre, iStat Mini mixes lovely design with useful information. It takes the most useful parts of iStat Menus and puts them within easy reach in a simple-to-read format.

World Clock £2.99/\$4.99

Yosemite functionality [Notification Centre](#)

 For frequent travellers or anyone who works on a global scale, this app is indispensable. Quickly view the time in different countries around the world within the app itself, or add the Notification Centre widget to always stay up to date.

BetterTouchTool Free

 If you've ever been frustrated by the lack of customisation options for your Magic Mouse or trackpad, fear not – BetterTouchTool can help. Assign any command on your Mac to a touch-based gesture, tap or click combination to improve your workflow and make your life easier.

Litelcon Free

 If you want to customise your app and folder icons in Yosemite without changing everything manually, Litelcon is the way to go. It lets you drag and drop new icons into the interface, then apply them all in one fell swoop, giving your Mac an icon makeover in seconds.

DaisyDisk £6.99/\$9.99

 If your Mac's hard drive is almost full, you need to download the DaisyDisk app. It scans your machine's hard drive and shows you what is taking up space in a beautiful graph, enabling you to find the largest files and quickly delete them within the app. We've saved gigabytes of space with this app over the years.

Save space on your Mac



1: Scan and monitor

Open DaisyDisk and select the drive that you want to scan. Once the scan is complete, you'll see your disk's contents in a beautiful chart.



2: Delete unwanted files

Hover over areas to see what they contain, and click to open them. If you find a folder you no longer need, drag it to the bottom of the window.

Google Chrome Free

The debates about which web browser is best will continue to rage on endlessly, but for those people who don't like Safari, Google Chrome is a brilliant choice for an alternative web browser. It's fast, customisable and looks great. It also syncs your bookmarks between devices.

Troubleshooting

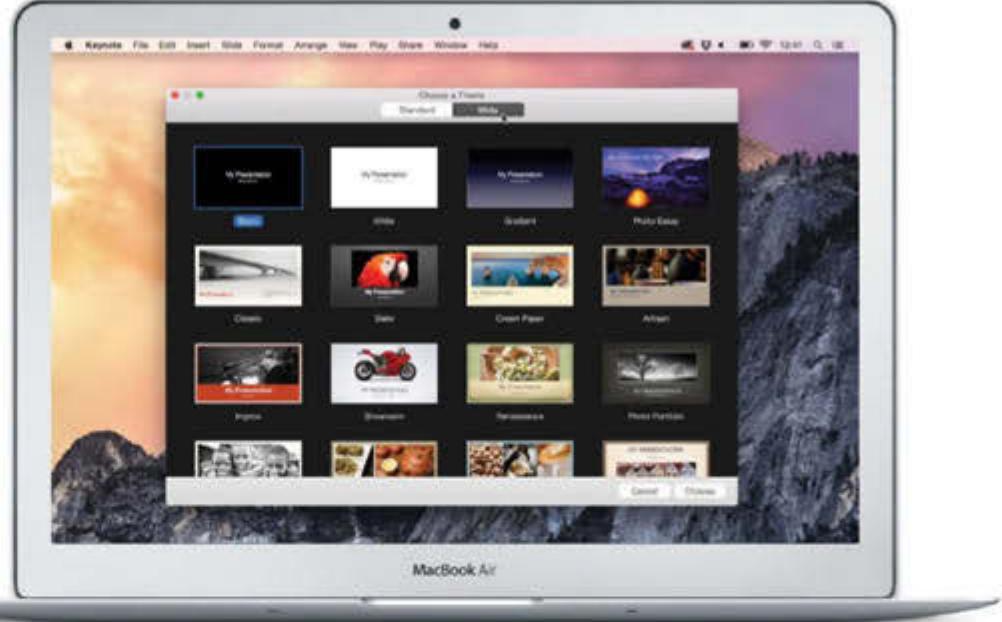


©Thinkstock

iPhoto edits

I've been editing photos in iPhoto but people are starting to turn really funny colours! Why is this happening?

Luckily, iPhoto is a non-destructive editor, so everything you do can be reversed with the original image intact. Better still, the option titled 'Avoid saturating skin tones' under the Edit menu will ensure that you're not giving your family sunburn as you ramp up the saturation in lacklustre images, or turning them into aliens when you correct white balance. Just ensure it's checked before you go about your work and you'll save a few familiar faces from looking odd.



Presenting with Keynote

I've been preparing a work presentation in Keynote. How can I ensure it fits the TV in our boardroom properly?

If your company is using a widescreen television, you'll want to select Wide from the top two options

when you start creating your presentation and choose a template to work from. It's easily missed, but it ensures that you get no black 'letterbox' bars down either side of your slides (or worse still, a stretched set of slides) when you show your work off on the big screen in the boardroom at work. It can be a pain to redesign, but it's worth it in the long run.



Exporting Numbers documents

How do I export my Numbers documents as .xls files when I export to Excel? My colleagues can't open .xlsx files

A summary worksheet?
If required, you can include an additional worksheet in your document with links to every other worksheet. In this case, we are only using one worksheet so it's not worth selecting this

Advanced options
It's always worth exploring the Advanced Options section in each of the export tabs, whenever they happen to appear. To do so, click on the arrow next to the title so the options cascade down

Select your setup
As with every export, start by selecting the type of file you'd like to export to. In this case, your file type will be opened by Excel, but there are a number of other options available

A type choice
Under the Format drop-down menu, you'll find the options for file types you can export to. Here you should be able to select .xls as an option, bearing in mind that .xlsx is default

Music for your movies

I've been told GarageBand can be used to score films? I've made a short film I want to score, how can I do this?

1 White blank page

Start a new GarageBand project and select Empty Project to give you flexibility with your score. Don't worry about other settings for now.

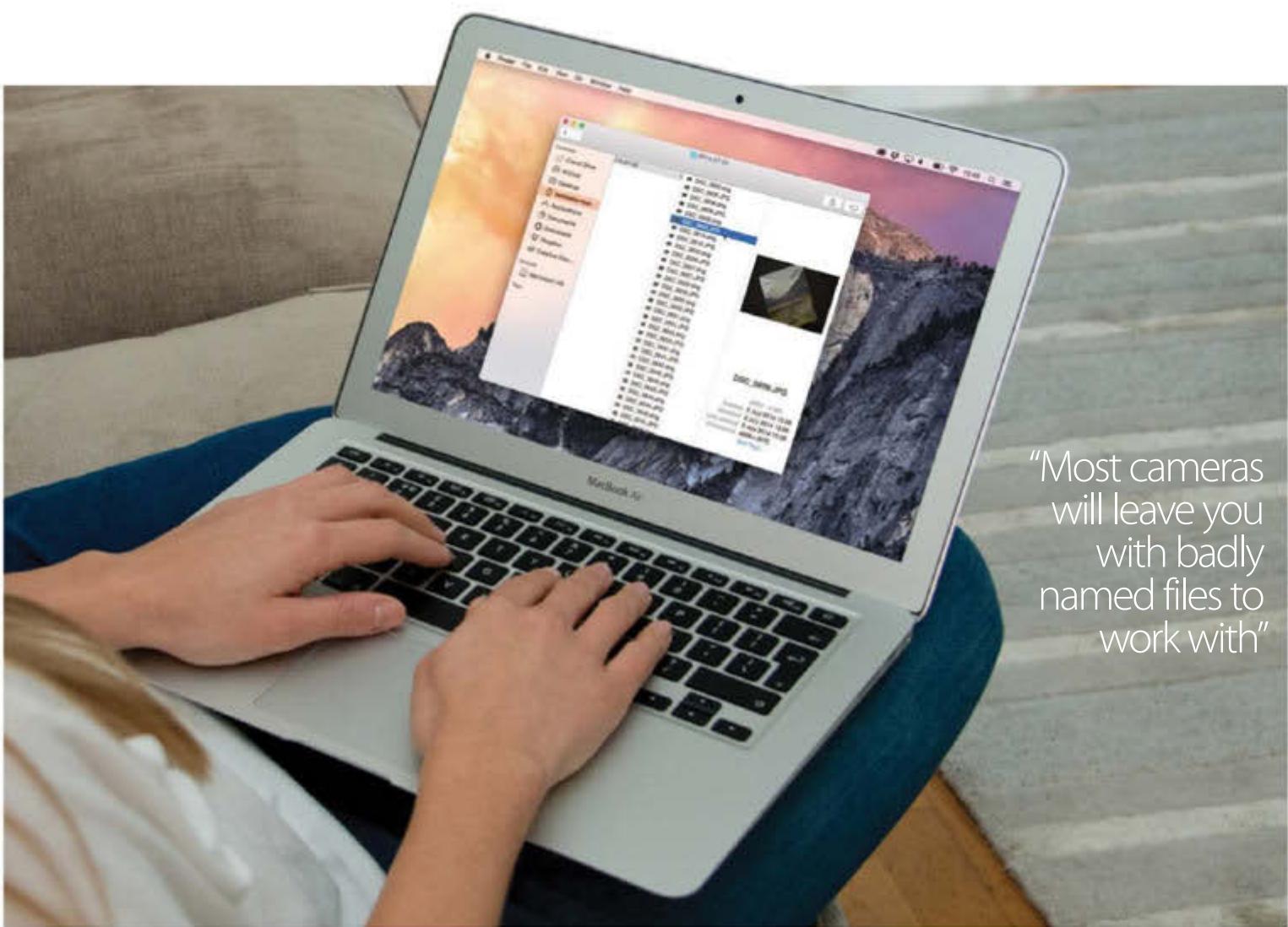
2 Add your movie

Find your movie file in Finder and drag it into the new GarageBand project. It'll open up in a large, adjustable preview window.

3 Start your score

Select an instrument to record with (software-based or live) and hit the red record button in the transport controls to get going.

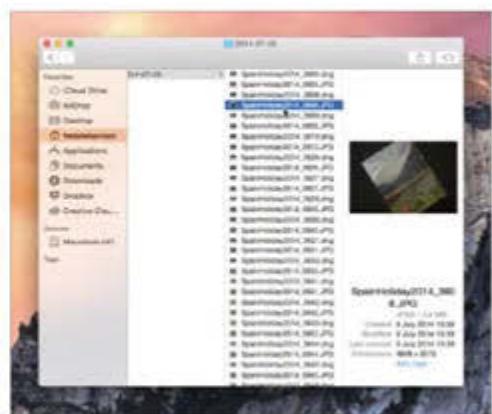
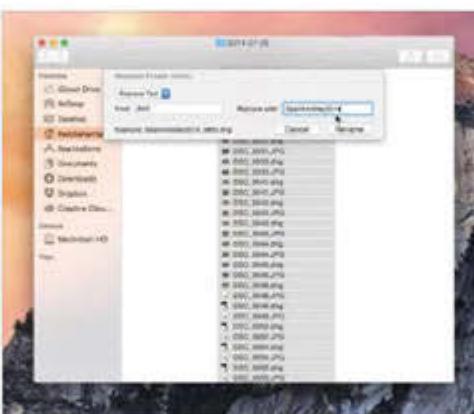
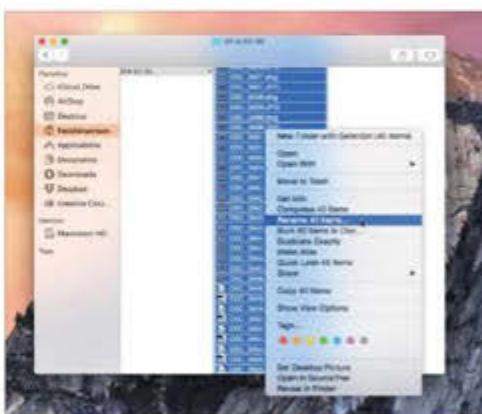
Troubleshooting



"Most cameras will leave you with badly named files to work with"

Manage your holiday snaps

I've got lots of photos from my holidays but they're really hard to distinguish between in Finder. What can I do?



1 Select and rename

Find a group of image files from the same trip in Finder, select them all, right-click and select Rename from the menu that appears.

2 Get renaming

Enter the first part of the filename (which is the same for all) in the first box and your holiday name in the second, then hit Rename.

3 View the results

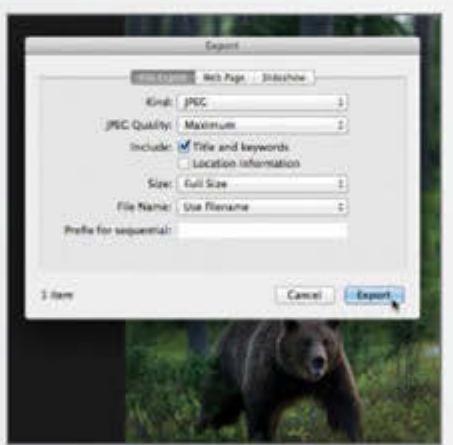
Now, your files have a logical name that makes them easy to identify. We've left the original file number in here to help avoid duplicates.



Photo privacy

How do I export photos from iPhoto without information about where the image was taken embedded, for privacy?

There's a few workarounds to strip location metadata out from images, but by far the easiest is to select your images to be exported and hit Cmd+Shift+E to bring up the Export dialog. From here you have a few options, including the choice of whether to include some or all of an image's metadata in the exported files. To lose location information, simply ensure the 'Location information' option is unchecked under the Include options, before hitting Export.



How to auto-load documents in Pages

Can I have my business estimates automatically appear upon loading Pages?

Preferential treatment

To automate which of your templates opens with a new document, head into Pages' Preferences by opening Pages>Preferences or by hitting Cmd and the comma key, and look under the General tab

Use a template

Under the For New Documents heading, select the option titled Use Template: Blank. You'll then need to change the template you open instead of a blank document to make things faster

From the chooser...

Hit the Change Template button to bring up the Template Chooser. From here, select the My Templates tab and then the estimate template that you created earlier and want to open by default



Zoom on out

To make sure you see the whole template once it's open, we recommend changing the Default Zoom option from 125% to 100%. It's a small change but makes all the difference when working fast

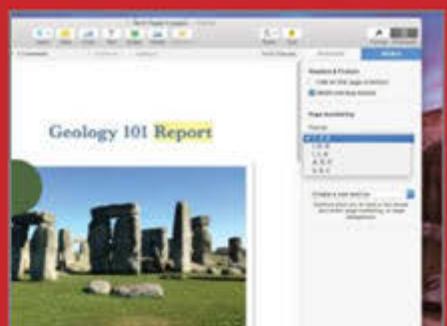
Page numbering

I'm trying to add page numbers but it takes quite a lot of time. What's the quickest way to do it?



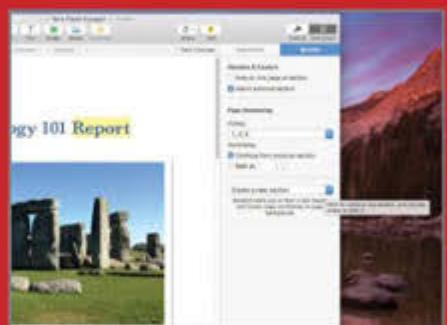
1 Document and section

With Pages open, click on the Document button in the top-right and then on Section in the headings underneath.



2 Select a format

Under Page Numbering, select a format from the drop-down menu. It will automatically insert onto each page.



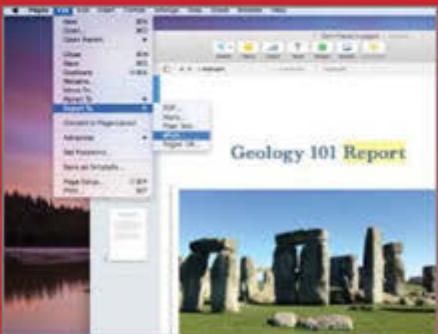
3 Tweak some more

Once your page numbers are inserted, you'll be able to fine-tune their format under the Page Numbering section.

Troubleshooting

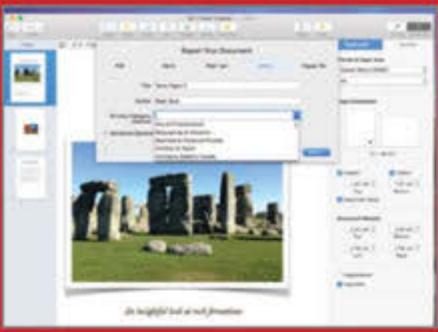
Creating eBooks

Are there any Mac apps I can use to create an ebook to sell online? Are there any free options?



1 Do it in-house

If you've used Pages, there's no need to buy any other apps. Simply head to File>Export To>ePub to get your ebook started.



2 Check your settings

In the Export Your Document dialog, check your ebook's settings, assign a front cover and primary category, then click Next.



3 A place to save

Finally, find a place on your Mac where you'd like to save your ePub file and click Export. This may take a while for larger books.

Change the tempo

I've recently upgraded my version of GarageBand and now can't find where to set a new project tempo. Where is it?

You'll now find the track tempo, key and other global settings under the Details view. This isn't normally visible by default, so you'll need to click the Details label itself when you bring up the New Project dialog box. Once this is open, you can tweak away. Remember, everything here is editable once you've created your track in the area next to the transport controls, so you'll never be stuck with a trance-paced tempo for your next big power ballad or vice versa!



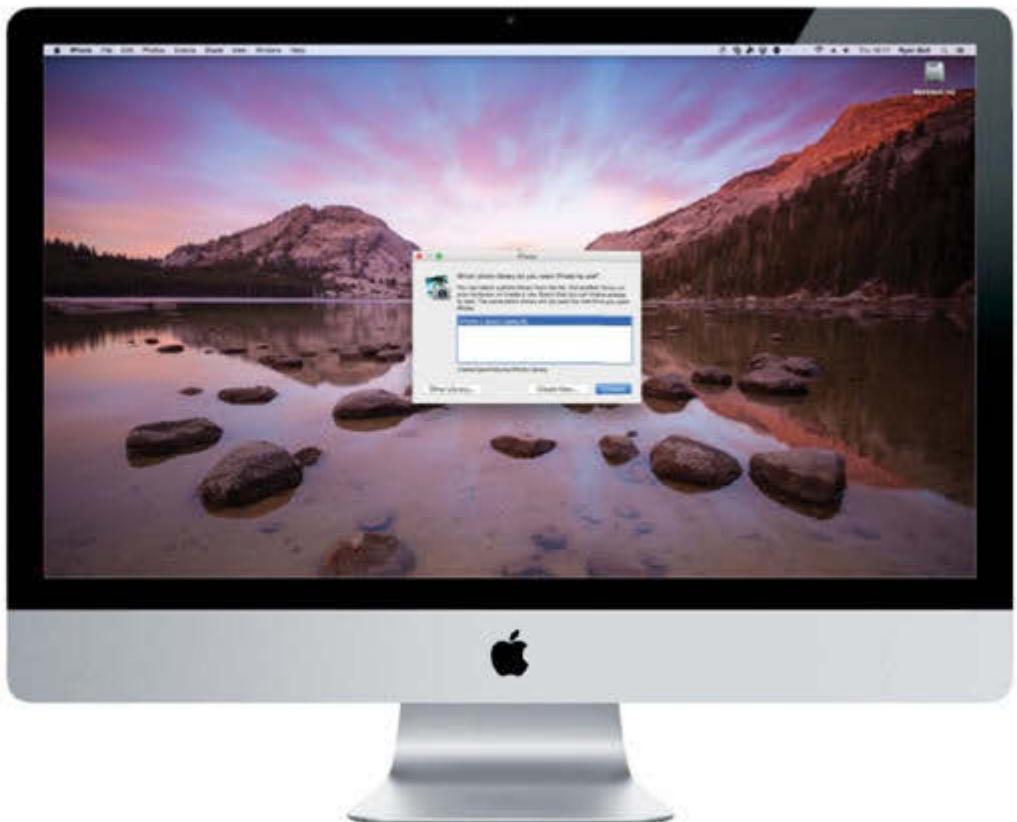
Managing photos

My son uploads lots of photos to my iPhoto library. How can I sort them better without creating a new user?

Short of setting up a new user, you can always create and switch to a new iPhoto library. Doing this is easy; simply hold down the Alt key and double-click on iPhoto's icon to switch between a library or create a new one. To create a new library,

hit the Create New button and give it a name. Now, when your son needs to add photos to iPhoto, he can select his own library and keep them separate from yours. Remember to hit Alt and switch back when you use iPhoto, though.

"Creating and switching between iPhoto libraries is quick and easy"





Uploading iMovie projects to YouTube

How do I optimally upload an iMovie creation to YouTube? YouTube keeps telling me that I'm doing it wrong!

So meta
Take a look at your video's title, description and tags. These can all be changed later on, but the old adage of measuring twice and cutting once comes into play with this process

Skim and check
Drag your mouse slowly over the video preview to skim through your project and check it's all looking how you'd like it to before you continue with your upload and share with the world

Set it high
For best results, we'd recommend going as high as possible when selecting a size for your project (often HD 1080p). YouTube will downgrade this for anyone watching with a slow connection

Sign in first
Choose the option to share your movie direct to YouTube and hit the Sign In button in the bottom-left to enter your credentials and get started. Direct uploads are just a few clicks away!

Locking down your GarageBand projects

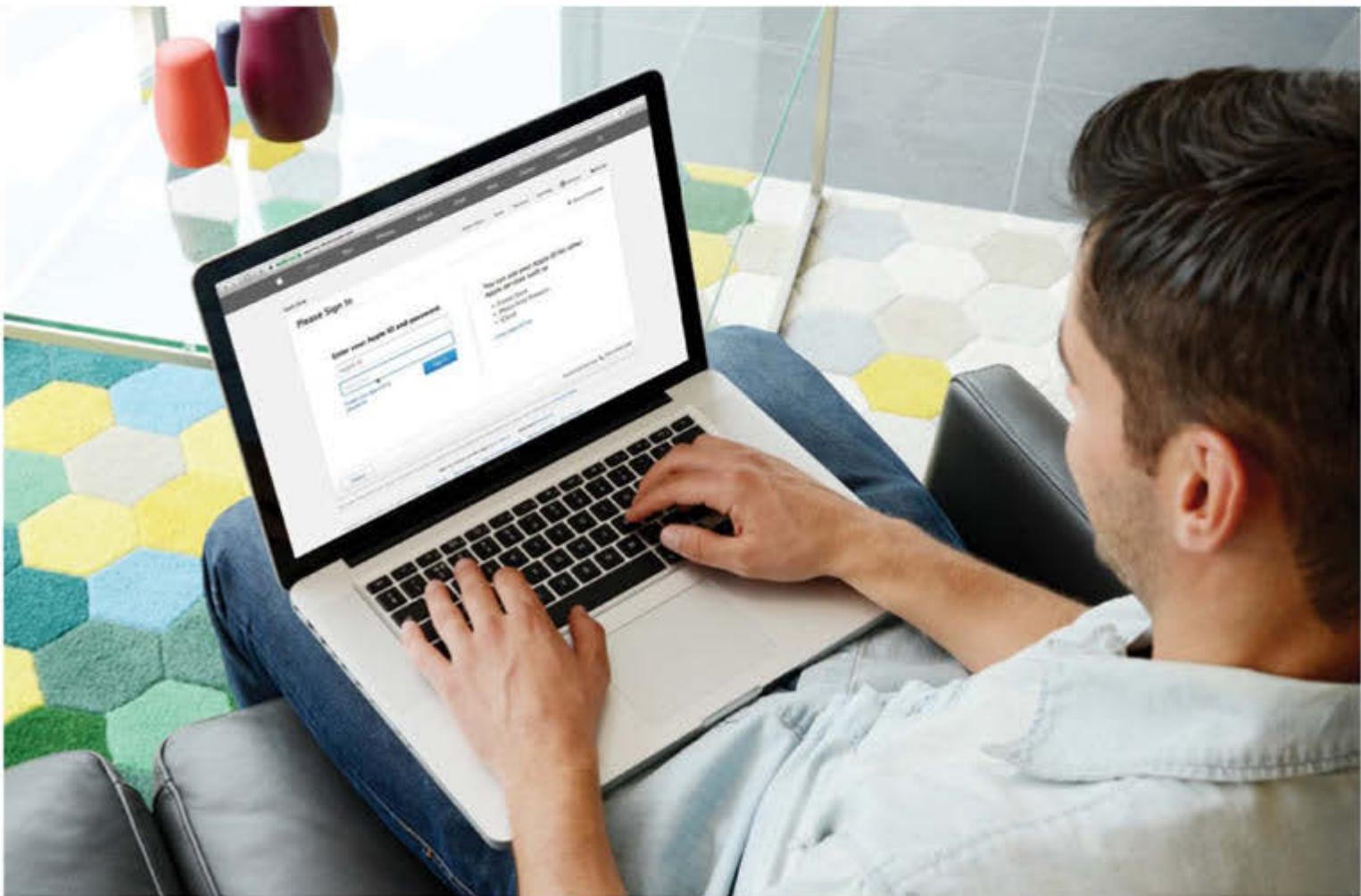
How do I stop myself from accidentally editing a 'finished' GarageBand track in a project while I continue working?

Show your options
Right-click on a track and head to Track Header Components>Show Track Lock to bring up a padlock icon next to each track.

Lock it down
To put a halt to any accidental edits, hit the padlock icon next to any track you'd like to save so that the button itself turns green.

Heed the warning
Any editing you try and perform on that track will now be ignored and a warning message will appear to let you know how to unlock it.

Troubleshooting



Revealing your Keychain passwords

I've created an iCloud Keychain password for a website, but how do I easily get that into an app on my iPhone?



1 Going on Safari

The key to using automatically generated passwords elsewhere is to reveal them in Safari – so head to the app's Preferences>Passwords.

2 Click and confirm

Double click on the obscured password you need to view (use the URLs as a guide) and enter your OS X password to confirm.

3 Copy it over

With your password now revealed (we've hidden a few characters on this one) you can now copy it over to your app to log in with ease.



Restoring thumbnails

Recently a lot of my photos in iPhoto appear to be blank until I double-click on them. What's going on here?

It sounds like iPhoto's thumbnail database is causing you a few issues here and might need to be rebuilt. Don't worry, it's a simple process, but you'll want to perform a full Time Machine backup first, just to be on the safe side. To rebuild your thumbnail database, find iPhoto in your Applications folder and double-click on it while holding down Command and Option. Select Rebuild Thumbnails and click Rebuild. iPhoto should then open and all should be fixed again.



Fixing shadows in iPhoto

I took some photos that are really shadowy in places. Can I fix this in iPhoto?

Work your levels

Levels are key here – tweak these carefully, paying particular attention to the mid-tone slider in the middle – this one will give you the best improvement without overexposing the image

No exposure

Try to avoid simply dragging the Exposure slider up. This will ruin some of the lighter areas of the image and remove a lot of detail in your photo. This one is best left alone right now

Keep it saturated

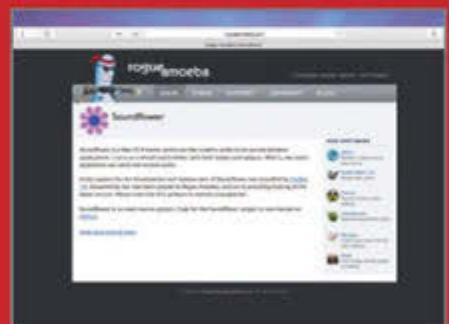
As you slowly remove the shadow areas of your image, you may want to give the overall saturation a little bump, just to keep everything looking bright and colourful. Just don't go overboard!



The Shadows slider
Finally, working with the Shadows slider, you can help recover some of the seriously dark areas of your image. Again, go steady, especially if you've already tweaked your image's levels

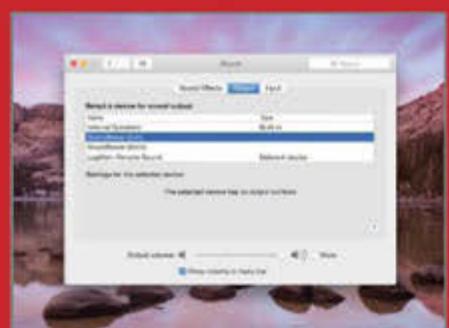
Recording audio

How do I record audio that's playing from a website in Safari into GarageBand for editing?



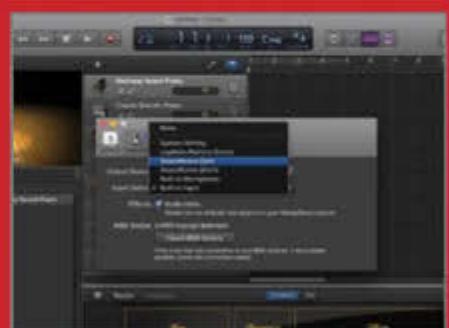
1 Soundflower Power

Head to bit.ly/1xtMDua and download Soundflower for Mac, then install it using the instructions on the website.



2 Source and select

In Safari, load your source audio. Now, in System Preferences, select Soundflower (2ch) under the Output tab in the Sound pane.

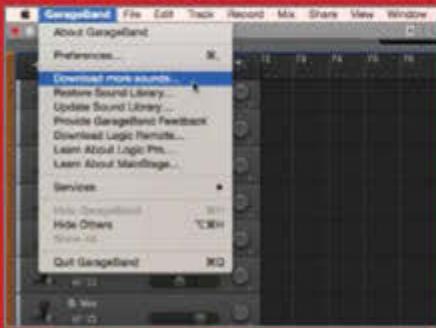


3 In GarageBand

Create a blank GarageBand project. Set your input as Soundflower (2ch) in Preferences and hit Record to grab Safari's sounds.

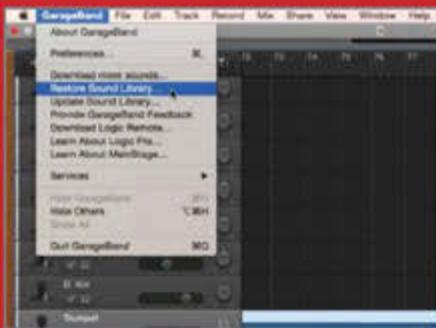
Troubleshooting

Expand your sounds
What do the options to Restore/Update Sound Library do in GarageBand's main menu?



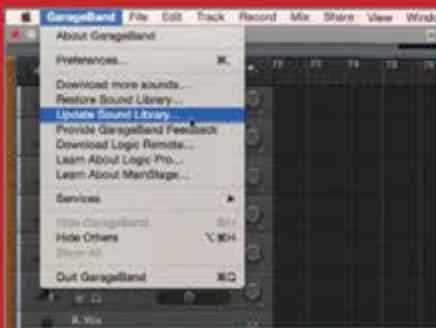
1 Download more sounds

This option is an in-app purchase, giving you access to plenty more presets, loops and virtual drummers. It's a big download.



2 Restore Sound Library

If you've already bought GarageBand's additional sounds but have a new Mac, for example, this option gets them all back.



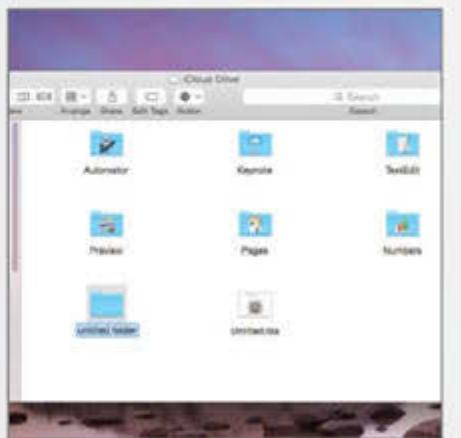
3 Update Sound Library

This option relates to free updates to additional sounds and loops that may become available with new versions of GarageBand.

Managing iCloud Drive

I try to save all of my documents in iCloud, but it's hard to organise without folders. Is there a solution for this problem?

The advent of iCloud Drive, which was introduced with Mac OS X Yosemite, makes it much easier to store and manage documents on iCloud and open them in other apps beyond the one that was used to create them. Open a Finder window and click on the iCloud Drive sidebar option and here you will see various folders representing the various apps that have been used to create docs. Here you can easily create and name new folders in which to store your new documents.



No auto-correct

Despite turning off the annoying autocorrect in System Preferences, it still happens in Pages – what's wrong?

It's a pain, we know, but two apps seem to evade this setting – Pages and TextEdit. Both apps have their own autocorrect settings hidden under Edit>Spelling and Grammar. Head there and ensure that Correct Spelling Automatically is unchecked

and you'll never be annoyed by autocorrect again. If you do decide to go down this route, we'd recommend a quick spelling test each week, to stay up to scratch... only kidding. Don't forget to do the same if you useTextEdit.

"Pages for Mac has its own autocorrect setting to contend with"





Printing out your Numbers spreadsheets

I can never get my spreadsheets from Numbers to print out right. Have you any tips to help me get it right?

Repeat Table Headers

When your document prints across multiple pages, clicking Repeat Table Headers ensures that you're always clear about what data is in which column by repeating the headers for each new page

Sizing up

Before you start making any major adjustments, ensure you've got both your page size and orientation right. Look at your document and work out whether it'd be better in portrait or landscape

Scaling up

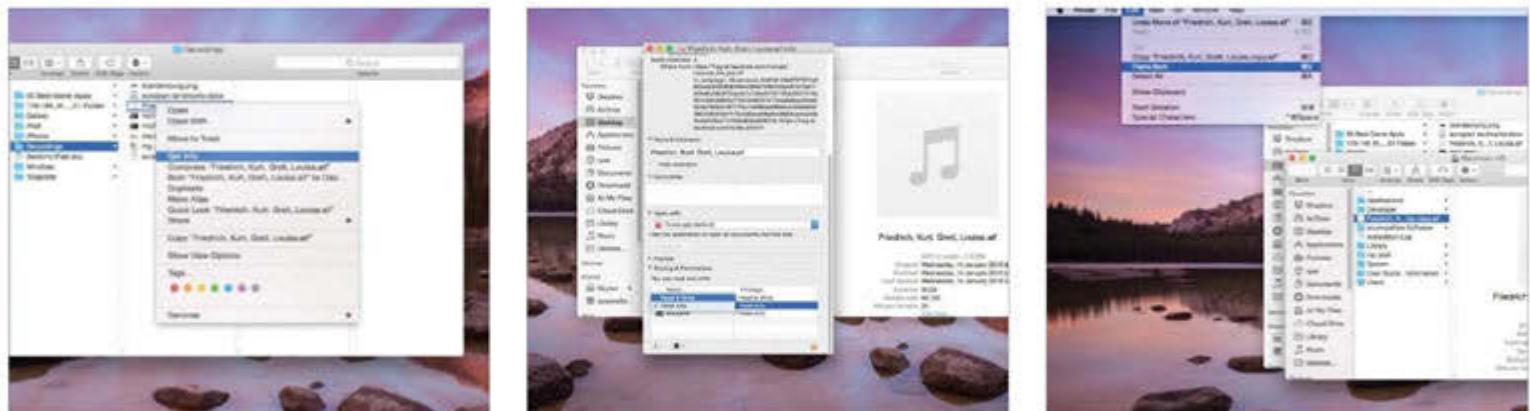
Start scaling by hitting the Fit button and then use the slider and manual controls to tweak the size of your document to fit the page perfectly. Watch out for any overlapping headers!

Watch your margins

If you're really struggling to fit your document on the page, try making minor adjustments to the Page Margins. Just remember that most domestic printers won't print right to the edge

Disabling your admin password

How do I stop OS X requiring an admin password when other users of this Mac move files on a shared hard drive?



1 Check the permissions

First off, find the offending file, click once on it to select and hit Cmd+I to view its info and permissions at the bottom of the Info pane.

2 Read & Write

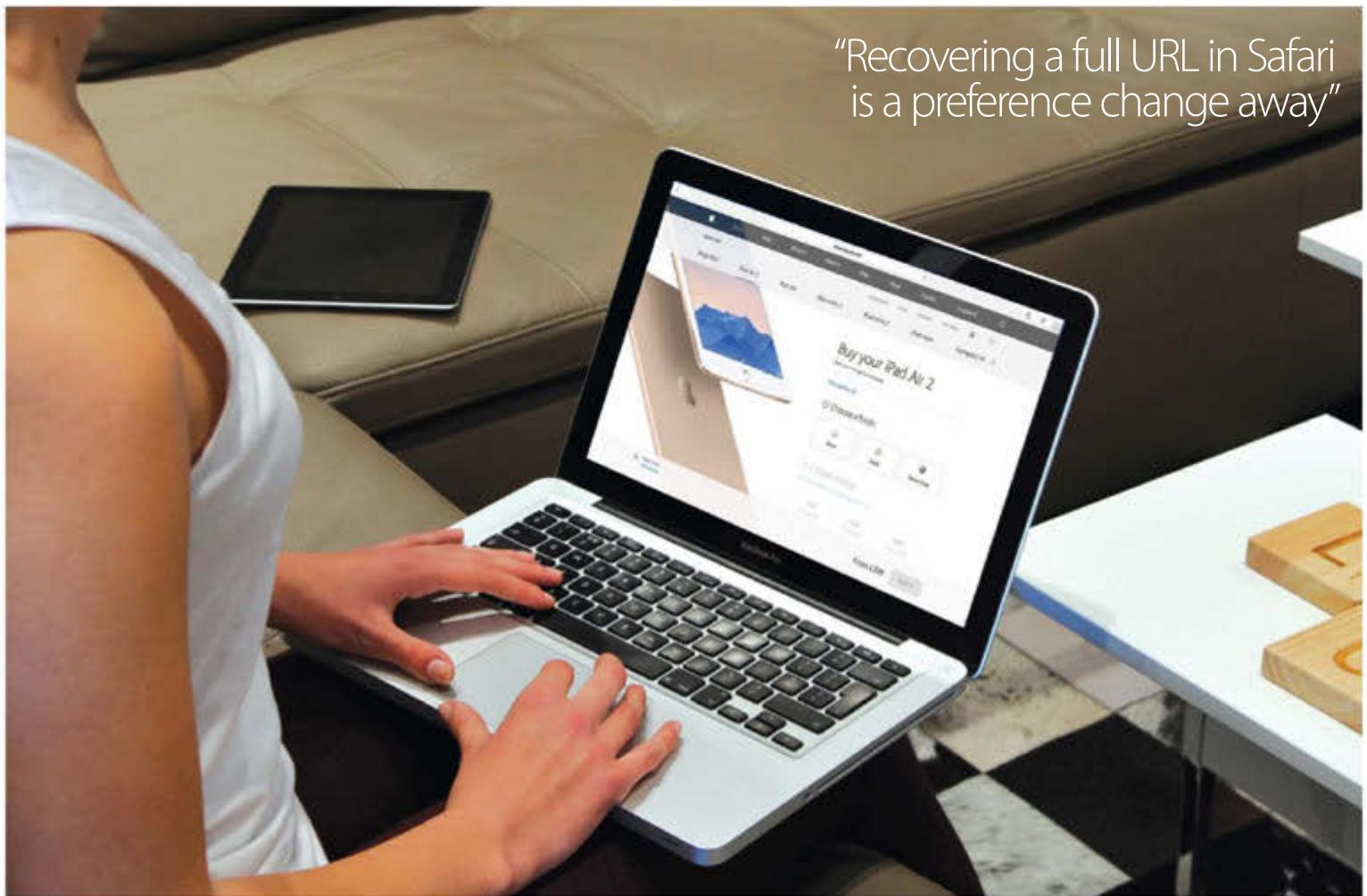
To allow others to make changes to your files, ensure Read & Write is selected for both the group (eg staff) and everyone else.

3 Stay the same

If copying/moving a file created by another user, use Cmd+Alt+Shift+V (instead of Cmd+V) to paste to keep any permissions the same.

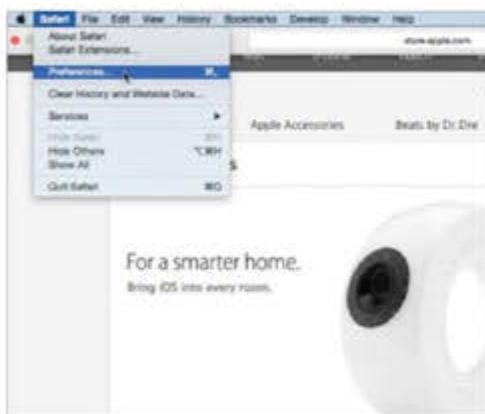
Troubleshooting

"Recovering a full URL in Safari is a preference change away"



Show hidden URLs in Safari

Since upgrading to Yosemite, web browsing in Safari is terrible now I can't see full URLs in the address bar!



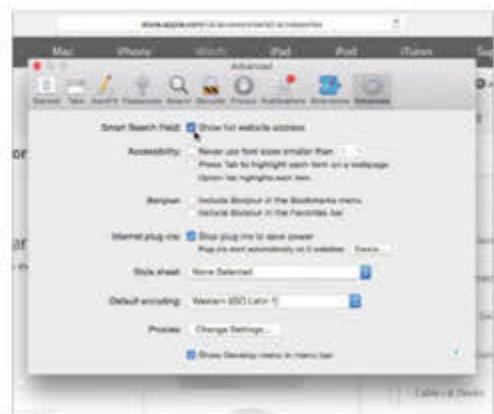
1 Something different?

Bring up Safari's Preferences, either by heading to Safari>Preferences in the menu bar or by hitting Cmd+, (comma) on your Mac's keyboard.



2 Go Advanced

There's a lot on offer inside Safari's Preferences, but you'll want to skip most of it and head to the Advanced tab at the far end.



3 Show it all

To complete the process, click the checkbox next to 'Show full website address'. You should see your change take place.



Reordering cells

I've created a table in Numbers, but put a few rows in the wrong order. Is Cut/Paste the quickest way to fix?

Unlike Excel, for example, cut and paste isn't the only way to re-order jumbled rows or columns. You can grab the row or column number on any table in Numbers and drag it up or down to re-order it. It's much faster and really helps to reduce errors that come with accidentally copying over rows you might have cut into your virtual clipboard. What's more, any calculations will be rebuilt for you so they still work perfectly. It's one of Numbers' many small but useful features.



Creating piano music on your Mac

I'd love to create piano-based music, but my budget is small. Any suggestions?

Keyboard Collection

In GarageBand, start a new project using the Keyboard Collection template. This sets you up with all of GarageBand's keyboards to try out – it's a great way to get your project going

Push the button

If the Musical Typing window is showing a graphic of a piano rather than what's shown here, click on the A key icon in the top-left corner to switch over – this view is far more useful

Musical Typing

Head to Window>Show Musical Typing or hit Cmd+K on your keyboard to bring up the Musical Typing window if it isn't already present. Voilà! A free controller for playing and recording with!

Keys to keys

Now, each key on your keyboard becomes a note on your piano. They also control some other functions, too, such as pitch bend and octave selection – you'll soon get used to how it all works

Going slow-mo

How can I create a slow-mo scene from regular footage filmed on my iPhone? I don't have a 5s!



1 Show Speed Editor

Import your footage into iMovie, right-click the clip you want to work with and select Show Speed Editor or hit Cmd+R.



2 Drag it out

Drag the handle that appears to the right. The rest of your timeline will move, too. The further you drag, the slower the clip!

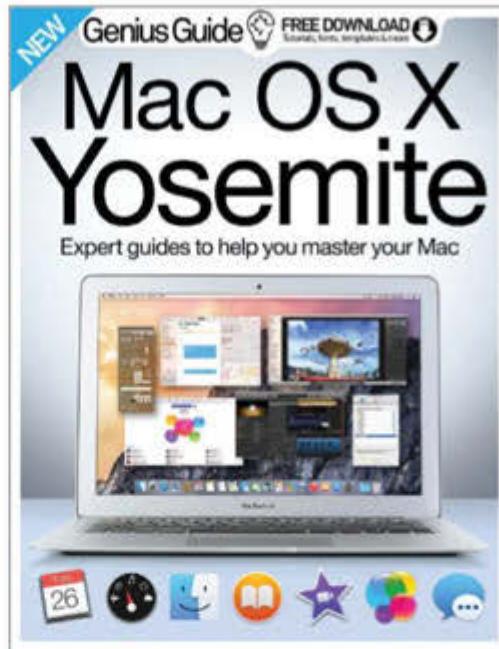


3 Play it back

To see how things look, play back your clip and adjust as necessary. Depending on your Mac, it may take some time to process.

**Special
trial offer**

**Enjoyed
this book?**



Exclusive offer for new



**Try
3 issues
for just
£5***

* This offer entitles new UK Direct Debit subscribers to receive their first 3 issues for £5. After these issues, subscribers will then pay £25.20 every 6 issues. Subscribers can cancel this subscription at any time. New subscriptions will start from the next available issue. Offer code 'ZGGZIN' must be quoted to receive this special subscription price. Direct Debit Guarantee available on request.

** This is a US subscription offer. The USA issue rate is based on an annual subscription price of £65 for 13 issues which is equivalent to \$102 at the time of writing compared with the newsstand price of \$15.50 for 13 issues being \$201.50. Your subscription will start from the next available issue.



About
the
mag

**The ultimate
magazine for lovers
of everything Apple**

Expert tutorials

Guides to iLife, OS X, iWork and the pro apps, as well as iPhone, iPad and third-party software

Inspirational features

In-depth creative and practical features on all aspects of Apple products

Free downloads

subscribers to... .

The magazine for Mac, iPod, iPhone and iPad

iCreateTM

Try 3 issues for £5 in the UK*
or just \$7.85 per issue in the USA**
(saving 49% off the newsstand price)

For amazing offers please visit

www.imaginesubs.co.uk/icr

Quote code ZGGZIN

Or telephone: UK 0844 848 8401 Overseas +44 (0) 1795 592 865

YOUR FREE RESOURCES

Log in to filesilo.co.uk/bks-620 and download your great resources **NOW!**



Desktop wallpapers



PACKED WITH BRILLIANT DIGITAL CONTENT, AVAILABLE ANY TIME, ON DEMAND



Stock video footage



Desktop icons

YOUR BONUS RESOURCES

ON FILESILO WITH THIS BOOKAZINE, FREE AND EXCLUSIVE FOR MAC OS X YOSEMITE GENIUS GUIDE READERS, YOU'LL FIND A WEALTH OF RESOURCES, INCLUDING...

- 11 tutorials so you can recreate the awesome skills featured in this book
- Four CSS and HTML templates
- Premium fonts
- Three bonus video tutorials
- Over 40 high quality desktop backgrounds for your Mac
- 15 stock videos for experimenting with in iMovie

FileSilo

filesilo.co.uk/bks-620

FILESILO – THE HOME OF PRO RESOURCES

Discover your free online assets

- A rapidly growing library
- Updated continually with cool resources
- Lets you keep your downloads organised
- Browse and access your content from anywhere
- No more torn disc pages to ruin your magazines

- No more broken discs
- Print subscribers get all the content
- Digital magazine owners get all the content too!
- Each issue's content is free with your magazine
- Secure online access to your free resources

This is the new FileSilo site that replaces your disc. You'll find it by visiting the link on the following page

The first time you use FileSilo, you'll need to register. After that, you can use your email address and password to log in

The most popular downloads are shown in the carousel here, so check out what your fellow readers are enjoying

If you're looking for a particular type of content, like software or video tutorials, use the filters here to refine your search

Whether it's Photoshop tutorials or video workshops, categories make it easy to identify the content you're looking for

See key details for each resource including number of views and downloads, and the community rating

Find out more about our online stores, and useful FAQs, such as our cookie and privacy policies and contact details

Discover our fantastic sister magazines and the wealth of content and information that they provide

HOW TO USE

EVERYTHING YOU NEED TO KNOW ABOUT
ACCESSING YOUR NEW DIGITAL REPOSITORY



To access FileSilo, please visit filesilo.co.uk/bks-620

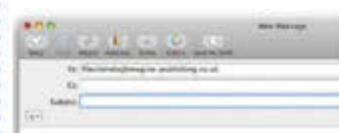
01 Follow the on-screen instructions to create an account with our secure FileSilo system, log in and unlock the bookazine by answering a simple question about it. You can now access the content for free at any time.



02 Once you have logged in, you are free to explore the wealth of content available on FileSilo, from great video tutorials and online guides to superb downloadable resources. And the more bookazines you purchase, the more your instantly accessible collection of digital content will grow.

03 You can access FileSilo on any desktop, tablet or smartphone device using any popular browser (such as Safari, Firefox or Google Chrome). However, we recommend that you use a desktop to download content, as you may not be able to download files to your phone or tablet.

04 If you have any problems with accessing content on FileSilo, or with the registration process, take a look at the FAQs online or email filesilohelp@imagine-publishing.co.uk.



Use Quick Swipe Comping
Practise Quick Swipe Comping by using our Logic Pro sample. Use multiple...
Fortune Web Template
Fortune is the perfect responsive template for those who want a 'fat'...

Using Mail Markup
With OS X Yosemite you can mark up images and PDF files...

NEED HELP WITH THE TUTORIALS?

Having trouble with any of the techniques in this bookazine's tutorials? Don't know how to make the best use of your free resources? Want to have your work critiqued by those in the know? Then why not visit the iCreate Magazine and Imagine Bookazines Facebook pages for all your questions, concerns and qualms. There is a friendly community of fellow Apple enthusiasts waiting to help you out, as well as regular posts and updates from the team behind iCreate Magazine. Like us today and start chatting!



[facebook.com/ImagineBookazines](https://www.facebook.com/ImagineBookazines)
[facebook.com/iCreateMagazine](https://www.facebook.com/iCreateMagazine)



Mac OS X Yosemite

Expert guides to help you master your Mac

Essential
Yosemite
guides
inside

Make OS X Yosemite your own

Customise Yosemite

Activate the Dark Mode keyboard shortcut

Discover Spotlight's new features

Get creative on your Mac

Get creative on your Mac

Add blockbuster FX to your movies

Master effects and edits

Experiment in GarageBand

Utilise Pages, Numbers and more

Discover Yosemite

- ✓ Essential features of the new OS
- ✓ Master expert system setups
- ✓ Customise Yosemite

Explore new features

- ✓ Discover the best Yosemite tricks
- ✓ Manage new Safari extensions
- ✓ Customise your Mac's preferences

Enhance Mac projects

- ✓ Master effects and edits
- ✓ Experiment in GarageBand
- ✓ Utilise Pages, Numbers and more

50 best Yosemite apps

Troubleshooting

OS X Yosemite problems solved

Get creative on your Mac

Download top apps

- ✓ Navigate the Mac App Store
- ✓ Discover top rated apps
- ✓ Find apps that suit your needs

Troubleshoot issues

- ✓ Expert advice
- ✓ Solve common problems
- ✓ Answers to frequent questions

Free download



All the essential assets
needed to master your Mac:

- 14 in-depth tutorials to recreate the projects inside
- Over 40 high quality desktop backgrounds
- Free templates and fonts for your projects

